Function in SEN Spec

+---+---+---+----+----------------------------------------------------+----+ | M | P | I | S | Feature Detail | In | | o | a | n | um | | S | | d | g | d | ma | | co | | u | e | e | ry | | pe | | l | | x | | | / | | e | | | | | | | | | | | | O | | | | | | | ut | | | | | | | S | | | | | | | co | | | | | | | pe | +===+===+===+====+====================================================+====+ | I | 5 | 1 | S | 1. Invigilator's EP number/Application number | > | | n | | 3 | EN | shall be used to recognize the specific exam | O | | v | | . | I | session of the exam centre that he/she is | ut | | i | | 1 | nv | responsible for. | > | | A | | . | ig | | S | | p | | 1 | il | 2. Users shall be able to login the App with or | co | | p | | | at | without the EP number / Application number. | pe | | | | | or | | | | | | | L | 3. For ad hoc invigilators without EP / | | | | | | og | Application number, CS shall enter their | | | | | | in | english name / HKID no. and select the school | | | | | | | name and code they come from in the drop-down | | | | | | | list to create a unique QR code for the | | | | | | | invigilator to login. | | | | | | | | | | | | | | 4. Invigilator shall scan the QR code provided by | | | | | | | the SEN CS to login 'i-Invigilation (HKDSE)' | | | | | | | (Invigilator App) | | | | | | | | | | | | | | 5. Under certain circumstances (e.g. a single | | | | | | | candidate classroom centre which may not have | | | | | | | the formal invigilator), the CS shall be able | | | | | | | to scan and login themselves as the classroom | | | | | | | invigilator to perform invigilation besides | | | | | | | performing the duties of CS at the same time. | | | | | | | | | | | | | | 6. After login, the App shall show: | | | | | | | | | | | | | | - Invigilator information: | | | | | | | | | | | | | | - Name | | | | | | | | | | | | | | - EP number/Application number | | | | | | | | | | | | | | - Assigned duties: | | | | | | | | | | | | | | - Exam date | | | | | | | | | | | | | | - Exam centre code (for Classroom | | | | | | | Invigilators, it shall be displayed | | | | | | | after assignment created by the | | | | | | | Classroom CS) | | | | | | | | | | | | | | - Exam centre location | | | | | | | | | | | | | | - For Hall Invigilators, a dashboard of | | | | | | | basic functions shall be displayed. | | | | | | | | | | | | | | - Take attendance / Verify identity | | | | | | | | | | | | | | - Check-in/Out (Toilet Request) | | | | | | | | | | | | | | - Script Counting | | | | | | | | | | | | | | - For Classroom Invigilators, an empty | | | | | | | dashboard shall be shown. | | | | | | | | | | | | | | - The dashboard shall be updated after the | | | | | | | invigilator assignment created by the Hall | | | | | | | or Classroom CS. | | | | | | | | | | | | | | >   | | +---+---+---+----+----------------------------------------------------+----+ | I | 6 | 1 | S | 1. Users shall be able to login the App without | > | | n | | 3 | EN | the presence of CS to provide the login code | O | | v | | . | In | if they are assigned to take over the duties | ut | | i | | 1 | vi | of existing invigilators (e.g. A PM | > | | A | | . | gi | invigilator takes over the duties of an AM | S | | p | | 2 | la | invigilator during 12:00pm - 12:30pm for an | co | | p | | | to | exam session to end after 2:00pm, Early leave | pe | | | | | rs | of the existing invigilator) by one of the | | | | | | s | following methods: | | | | | | hi | | | | | | | ft | - For the invigilators who bring their own | | | | | | du | devices for invigilation (i.e. BYOD), the | | | | | | ty | App shall allow the existing invigilator | | | | | | w | to trigger the inheritance of assignment | | | | | | it | by tapping the 'Shift duty' button at the | | | | | | ho | side menu. Then, a QR code shall be shown | | | | | | ut | on the 'Shift Duty' page. The new | | | | | | t | invigilator shall tap the 'Login' button | | | | | | he | on his / her own device, scan the QR code, | | | | | | pr | and enter the login credential to login | | | | | | es | and check-in in order to take over the | | | | | | en | assignment. | | | | | | ce | | | | | | | of | - For both the existing and new invigilators | | | | | | CS | who share the same device provided by the | | | | | | | HKEAA, the App shall allow the existing | | | | | | | invigilator to trigger the inheritance of | | | | | | | assignment by tapping the 'Shift duty' | | | | | | | button at the side menu and then tapping | | | | | | | the 'Shift duty' button on the 'Shift | | | | | | | Duty' page. The new invigilator shall | | | | | | | enter the login credential to login and | | | | | | | check-in in order to take over the | | | | | | | assignment. | | | | | | | | | | | | | | 2. For the invigilators to login, EP / | | | | | | | Application Number shall be entered. | | | | | | | | | | | | | | 3. For the ad hoc invigilators without EP / | | | | | | | Application Number to login, English Name / ID | | | | | | | Number shall be entered. School Name and Code | | | | | | | of the schools where they come from shall be | | | | | | | mandatorily selected from the drop-down list: | | | | | | | | | | | | | | - The drop-down list with all school names | | | | | | | and codes shall be displayed at the field | | | | | | | for users to select if no character(s) is | | | | | | | inputted. | | | | | | | | | | | | | | - By inputting character(s), corresponding | | | | | | | school name(s) and code(s) shall be | | | | | | | displayed in the drop-down list at the | | | | | | | field for users to select. | | | | | | | | | | | | | | 4. Once the new invigilator has logged in the | | | | | | | module, the system shall force to logout the | | | | | | | existing invigilator who has logged in the | | | | | | | same exam session and a message "Do you want | | | | | | | to replace the existing invigilator?" shall be | | | | | | | displayed to confirm the forced logout. | | | | | | | | | | | | | | 5. Once the new invigilator has logged in the | | | | | | | module and the existing invigilator has been | | | | | | | forced to log out, the states of assignment | | | | | | | and tasks of the existing invigilator shall be | | | | | | | inherited by the new invigilator. | | | | | | | | | | | | | | 6. The system shall record the actions which | | | | | | | shall be able to be found at the 'Event Log' | | | | | | | of Exam Support Backend (SEAD) module. | | +---+---+---+----+----------------------------------------------------+----+ | I | 8 | 1 | As | 1. Users shall be assigned to manage the zone(s) | > | | n | | 3 | si | consisting of the candidates that are arranged | O | | v | | . | gn | according to their exam time. | ut | | i | | 1 | me | | > | | A | | . | nt | - Single invigilator shall be able to be | S | | p | | 3 | R | assigned to manage multiple zones. | co | | p | | | et | | pe | | | | | ri | - Multiple invigilators shall be allowed to | | | | | | ev | be assigned to a single zone (i.e. | | | | | | al | applicable to Classroom Invigilator). | | | | | | | | | | | | | | - Users shall view & work with the | | | | | | | candidates in those zone(s) assigned to | | | | | | | them. | | | | | | | | | | | | | | 2. Users shall be able to view the updated | | | | | | | dashboard with: | | | | | | | | | | | | | | - Take attendance/verify identity with alert | | | | | | | if missing attendance records found | | | | | | | | | | | | | | - Present count including: | | | | | | | | | | | | | | - Verified self check-in with the | | | | | | | format of x (y) where x is number | | | | | | | of self checked-in candidates | | | | | | | verified by the invigilator and y | | | | | | | is the number of candidates who | | | | | | | have self checked-in. | | | | | | | | | | | | | | - Verified and attendance taken by | | | | | | | invigilator | | | | | | | | | | | | | | - Attendance involved SR1 | | | | | | | | | | | | | | - Special Case (i.e. wrong centre | | | | | | | candidate, applicable to the Classroom | | | | | | | Invigilator) | | | | | | | | | | | | | | - Absent count | | | | | | | | | | | | | | - Total count of candidates assigned to | | | | | | | the invigilator | | | | | | | | | | | | | | - Check-in/out (Toilet Request) with alert | | | | | | | if candidate not yet back after check-out | | | | | | | | | | | | | | - Script Counting with number of scripts | | | | | | | collected, with alert if there is missing | | | | | | | script | | | | | | | | | | | | | | - Report with alerts if discrepancy is | | | | | | | found, sessional report is not completed | | | | | | | and no seating plan is uploaded | | | | | | | (applicable to Classroom Invigilator) | | | | | | | | | | | | | | - Summary Report | | | | | | | | | | | | | | - Discrepancy Report with alert if there | | | | | | | is a discrepancy | | | | | | | | | | | | | | - Sessional Report with alert if not | | | | | | | completed | | | | | | | | | | | | | | > [Seating Pla]{.mark}n with alert if not provided | | +---+---+---+----+----------------------------------------------------+----+ | I | 1 | 1 | At | 1. A list of zones with the corresponding zone | > | | n | 1 | 3 | te | name(s) shall be displayed under 'Assign Zone' | On | | v | | . | nd | after tapping the 'Take attendance / Verify | ly | | i | | 1 | an | identity' section. Candidates of different | > | | A | | . | ce | subjects having the same timetable shall be | p | | p | | 4 | Ta | grouped under the same zone. | oi | | p | | | ki | | nt | | | | | ng | 2. For each assigned zone, the exam time and the | > | | | | | / | supervised break(s) shall be listed. | 13 | | | | | Ve | | > | | | | | ri | 3. By tapping into each zone, a list shall be | is | | | | | fy | able to separate the candidates with different | > | | | | | Id | attendance status: Pending, Present, Absent | in | | | | | en | (and Special Cases for the Classroom | -s | | | | | ti | Invigilator). Number of candidates involved in | co | | | | | ty | different status shall also be displayed. | pe | | | | | | | | | | | | | 4. The candidate list shall be displayed for the | | | | | | | selected attendance status with the following | | | | | | | fields: | | | | | | | | | | | | | | - (Seat number of allocated candidate or '- | | | | | | | -' for wrong centre candidate) Candidate | | | | | | | number | | | | | | | | | | | | | | - Candidate name | | | | | | | | | | | | | | - Subject/Paper name | | | | | | | | | | | | | | - Case number (the length ranges from 11 to | | | | | | | 12 characters depends on the trailing | | | | | | | numbers followed by the disabilities code, | | | | | | | e.g. DSE2021A001 and DSE2021A0001). | | | | | | | | | | | | | | 5. There is a right arrow at the right side of | | | | | | | the case number to indicate that the candidate | | | | | | | carries remarks. | | | | | | | | | | | | | | 6. Users shall be able to view the SEN Remarks of | | | | | | | the candidate by clicking the right arrow | | | | | | | | | | | | | | 7. There shall be no need to set the validation | | | | | | | of preventing invigilators from updating | | | | | | | attendance records after the exam ends. | | | | | | | | | | | | | | 8. Users shall confirm the candidates' identity | | | | | | | verification if the candidates have self | | | | | | | checked-in. | | | | | | | | | | | | | | 9. Users shall scan the candidates' personalized | | | | | | | barcode and confirm their identity | | | | | | | verification if the candidates have not self | | | | | | | checked-in. | | | | | | | | | | | | | | 10. Users shall be able to input remarks when | | | | | | | flagging a candidate. | | | | | | | | | | | | | | 11. SR1 shall be able to be chosen when at least | | | | | | | one of the following conditions exist (i.e. | | | | | | | shall be updated after the SR Forms Module is | | | | | | | applied): | | | | | | | | | | | | | | - Produce Admission Form - Yes / No | | | | | | | | | | | | | | - Produce Identity Card (or valid | | | | | | | identification document with a | | | | | | | photograph) - Yes / No | | | | | | | | | | | | | | - Photograph resembles candidate - Yes / No | | | | | | | | | | | | | | 12. Users shall be able to mark the candidate's | | | | | | | attendance record as Absent by swiping a | | | | | | | candidate record to the left and clicking the | | | | | | | red 'abs' button. | | | | | | | | | | | | | | 13. Seating rearrangement (without changing the | | | | | | | original seat no.) is allowed in the SEN exam | | | | | | | centre. | | +---+---+---+----+----------------------------------------------------+----+ | I | 1 | 1 | Ma | 1. By tapping into each zone, select Special Case | > | | n | 5 | 3 | in | for filtering, a list of special case | O | | v | | . | ta | candidates shall be displayed with following | ut | | i | | 1 | in | information. | > | | A | | . | At | | S | | p | | 5 | te | - (Seat number) Candidate number | co | | p | | | nd | | pe | | | | | an | - Candidate name | | | | | | ce | | | | | | | a | 2. Users shall be able to swipe a candidate | | | | | | nd | record to the left and click the green | | | | | | Sc | 'Details' button. Then, they shall be able to | | | | | | ri | edit the spare barcode number and script | | | | | | pt | collected. | | | | | | R | | | | | | | ec | | | | | | | or | | | | | | | ds | | | | | | | of | | | | | | | S | | | | | | | pe | | | | | | | ci | | | | | | | al | | | | | | | Ca | | | | | | | se | | | | | | | ( | | | | | | | ap | | | | | | | pl | | | | | | | ic | | | | | | | ab | | | | | | | le | | | | | | | to | | | | | | | C | | | | | | | la | | | | | | | ss | | | | | | | ro | | | | | | | om | | | | | | | In | | | | | | | vi | | | | | | | gi | | | | | | | la | | | | | | | to | | | | | | | r) | | | +---+---+---+----+----------------------------------------------------+----+ | I | 1 | 1 | C | 1. Users shall be able to record the toilet | > | | n | 7 | 3 | an | request of candidates right after they have | O | | v | | . | di | checked-in the exam sessions in order to | ut | | i | | 1 | da | handle the toilet requests before exam start. | > | | A | | . | te | | S | | p | | 6 | Ch | 2. An alert icon shall be shown if the candidate | co | | p | | | ec | is not yet back after check-out a specified | pe | | | | | k- | period of time (e.g. 15 minutes, which shall | | | | | | in | be maintained as the parameter by HKEAA in the | | | | | | /o | Exam Support Backend (SEAD) module). | | | | | | ut | | | | | | | ( | 3. By tapping the 'Check-in/out (Toilet Request)' | | | | | | To | section under the Dashboard, the invigilator | | | | | | il | shall scan the candidate's personalized | | | | | | et | barcode or admission form to record the | | | | | | Re | request. Then, the personal information (i.e. | | | | | | qu | document number, candidate number and seat | | | | | | es | number) of the candidate and the status of | | | | | | t) | toilet request (i.e. check-in/out and current | | | | | | | timestamp by default) shall be shown for | | | | | | | user's confirmation. The notification signal | | | | | | | for those candidates who take over specific | | | | | | | time should be sent to the relevant | | | | | | | Invigilator or CS. | | | | | | | | | | | | | | 4. The default check-in/out timestamp shall be | | | | | | | able to be edited by clicking the pencil icon. | | | | | | | | | | | | | | 5. By tapping the 'Toilet Request Record(s)' | | | | | | | button of the scanner page, the users shall be | | | | | | | able to view the list of candidates involving | | | | | | | the toilet requests. The following information | | | | | | | shall be shown in each record: | | | | | | | | | | | | | | - Candidate Number | | | | | | | | | | | | | | - Seat Number | | | | | | | | | | | | | | - Candidate Name | | | | | | | | | | | | | | - Check-in and/or check-out | | | | | | | | | | | | | | - The timestamp of check-in and /or | | | | | | | check-out | | +---+---+---+----+----------------------------------------------------+----+ | I | 1 | 1 | Sc | 1. Users shall be able to scan the personalised | > | | n | 9 | 3 | ri | barcodes / spare barcodes on the scripts to | O | | v | | . | pt | count the number of scripts collected. | ut | | i | | 1 | Co | | > | | A | | . | un | 2. Users shall be able to view the number of | S | | p | | 7 | ti | scripts collected by their own accounts in the | co | | p | | | ng | Dashboard. | pe | | | | | | | | | | | | | 3. Users shall be allowed to collect the number | | | | | | | of scripts more or less than the predefined | | | | | | | number of scripts to be collected for each | | | | | | | candidate, 'Zero' script is not allowed. | | | | | | | | | | | | | | 4. [Users shall be allowed to collect scripts at | | | | | | | different times even after the end of the | | | | | | | exam.]{.mark} | | +---+---+---+----+----------------------------------------------------+----+ | I | 2 | 1 | I | 1. Dashboard shall have the Report section which | > | | n | 0 | 3 | nv | includes the following functions. It shall | O | | v | | . | ig | display alerts if discrepancy found, not | ut | | i | | 1 | il | completed sessional report and seating plan | > | | A | | . | at | uploaded. | S | | p | | 8 | or | | co | | p | | | Re | - Summary Report | pe | | | | | po | | | | | | | rt | - Discrepancy Report | | | | | | ( | | | | | | | ap | - Sessional Report | | | | | | pl | | | | | | | ic | - Seating Plan | | | | | | ab | | | | | | | le | 2. Summary Report | | | | | | to | | | | | | | C | - Users shall be able to view the following | | | | | | la | information. | | | | | | ss | | | | | | | ro | > For Allocated Candidate | | | | | | om | | | | | | | In | - Number of candidates in exam centre | | | | | | vi | | | | | | | gi | - Number of candidates who are present | | | | | | la | | | | | | | to | - Number of candidates who are absent | | | | | | r) | | | | | | | | - Missing attendance record(s) | | | | | | | | | | | | | | - Number of answer scripts collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | - For Special Case | | | | | | | | | | | | | | - Number of candidates of special case | | | | | | | | | | | | | | - Number of answer scripts collected from | | | | | | | special case | | | | | | | | | | | | | | 3. Discrepancy Report | | | | | | | | | | | | | | - Users shall be able to view the full list | | | | | | | of candidates having discrepancy records | | | | | | | with the types of discrepancies. | | | | | | | | | | | | | | - Users shall be able to filter a specific | | | | | | | list of candidates involved in the | | | | | | | corresponding nature. Number of candidates | | | | | | | involved in different nature shall also be | | | | | | | displayed. | | | | | | | | | | | | | | - Missing attendance record(s) | | | | | | | | | | | | | | - Missing attendance but with script | | | | | | | collected | | | | | | | | | | | | | | - Missing script record(s) | | | | | | | | | | | | | | - Absent but with script(s) collected | | | | | | | | | | | | | | - Special case without script collected | | | | | | | | | | | | | | - Users shall be able to edit the attendance | | | | | | | status, spare barcode assigned (if | | | | | | | applicable) and the number of scripts | | | | | | | collected by clicking on the candidate | | | | | | | records for the both allocated and special | | | | | | | case candidates. | | | | | | | | | | | | | | - For those candidates involved in script | | | | | | | discrepancy, users shall be required to | | | | | | | input reason by selecting one of the | | | | | | | following options through the radio | | | | | | | buttons and then input the corresponding | | | | | | | information: | | | | | | | | | | | | | | - Option 1: Candidate has been approved | | | | | | | to use other answering methods. | | | | | | | | | | | | | | - Option 2: Others: (Please input the | | | | | | | special situation in remarks), a text | | | | | | | box shall be provided for the user to | | | | | | | input. | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0. Sessional Report | | | | | | | | | | | | | | - Users shall be able to edit, save, | | | | | | | preview, confirm, submit and re-submit the | | | | | | | Sessional Report to the CS before the CS | | | | | | | first confirms the exam data to VCC. The | | | | | | | fields shall include: | | | | | | | | | | | | | | - Actual Starting Time and Finishing | | | | | | | Time under each zone name which are | | | | | | | retrieved from the system | | | | | | | automatically, users shall be able to | | | | | | | adjust in necessary | | | | | | | | | | | | | | - Packages of question paper received | | | | | | | | | | | | | | - Exam Irregularities for candidates | | | | | | | | | | | | | | - Exam Irregularities for invigilators | | | | | | | | | | | | | | - [Different subject papers of the | | | | | | | candidates shall be listed under each zone | | | | | | | in the Sessional Report.]{.mark} | | | | | | | | | | | | | | - 'Not yet recorded' shall be displayed if | | | | | | | there is no record in Packages of question | | | | | | | paper received, Exam Irregularities | | | | | | | (Candidates) and Exam Irregularities | | | | | | | (Invigilators). | | | | | | | | | | | | | | - System shall display the Discrepancy | | | | | | | Report with types of discrepancies and | | | | | | | candidate information if there is any | | | | | | | discrepancy when users clicked the 'Submit | | | | | | | to Classroom CS' button in the preview | | | | | | | page of the Sessional Report. | | | | | | | | | | | | | | - Users shall be able to correct the | | | | | | | attendance status, spare barcode used and | | | | | | | the number of scripts collected by | | | | | | | clicking on the records shown in the | | | | | | | discrepancy report. | | | | | | | | | | | | | | - For those reasons of script discrepancy, | | | | | | | it shall be preloaded to the remarks. | | | | | | | Besides, users shall be able to input | | | | | | | additional remarks in free text format if | | | | | | | there is a discrepancy when submitting the | | | | | | | Sessional Report to the CS. | | | | | | | | | | | | | | - Users shall be able to edit and submit the | | | | | | | Sessional Report iteratively before the CS | | | | | | | first confirms the exam data to VCC. | | | | | | | | | | | | | | - The App shall prompt an alert to remind | | | | | | | users to submit Sessional Report again if | | | | | | | the attendance / script data was changed | | | | | | | after previous submission. Related alerts | | | | | | | shall also be prompted at the CS Module. | | +---+---+---+----+----------------------------------------------------+----+ | I | 2 | 1 | S | 1. [Users shall be able to take the photo from | > | | n | 6 | 3 | ea | hardcopy of the candidate seating plan form | O | | v | | . | ti | and]{.mark} upload the image through the App | ut | | i | | 1 | ng | [at any time.]{.mark} | > | | A | | . | Pl | | S | | p | | 9 | an | 2. [Users shall be able to]{.mark} preview the | co | | p | | | ( | candidate seating [at any time after the | pe | | | | | ap | seating plan was uploaded.]{.mark} | | | | | | pl | | | | | | | ic | 3. [Users shall be able to use the function by | | | | | | ab | tapping the 'Seating Plan' section under the | | | | | | le | 'Reports'. The system shall display an alert | | | | | | to | if no seating plan is uploaded.]{.mark} | | | | | | C | | | | | | | la | | | | | | | ss | | | | | | | ro | | | | | | | om | | | | | | | In | | | | | | | vi | | | | | | | gi | | | | | | | la | | | | | | | to | | | | | | | r) | | | +---+---+---+----+----------------------------------------------------+----+ | I | 2 | 1 | T | 1. Under each zone listed on the 'Assign Zone' | > | | n | 7 | 3 | im | page, the scheduled exam time (with start time | O | | v | | . | er | and end time) and supervised break(s) (with | ut | | i | | 1 | | start time and end time) in accordance with | > | | A | | . | | the timetable of candidates shall be displayed | S | | p | | 1 | | to the invigilators automatically and | co | | p | | 0 | | initially. | pe | | | | | | | | | | | | | 2. Timetable information of each candidate such | | | | | | | as case number, break information, special | | | | | | | needs in remarks, etc. shall be provided by | | | | | | | the SEN system of HKEAA. | | | | | | | | | | | | | | 3. Hall Invigilator: | | | | | | | | | | | | | | - [The system shall update and display the | | | | | | | actual start and end times of the exam as | | | | | | | well as those of the supervised break(s) | | | | | | | under each zone automatically after the | | | | | | | CS]{.mark} edited [the actual exam start | | | | | | | time on the CS panel(see CS | | | | | | | Module).]{.mark} | | | | | | | | | | | | | | 4. Classroom Invigilator: | | | | | | | | | | | | | | - Users shall only be able to edit [the | | | | | | | actual exam start time of each zone. The | | | | | | | system shall then update and display the | | | | | | | start and end times of the exam session as | | | | | | | well as those of the supervised break(s) | | | | | | | under each zone accordingly.]{.mark} | | | | | | | | | | | | | | - [Users shall not be able to edit the | | | | | | | actual exam start time of Paper 1 earlier | | | | | | | than the regular designated time (i.e. | | | | | | | 8:30am).]{.mark} | | | | | | | | | | | | | | - [The adjustment of time(s) in Paper 1 | | | | | | | shall not affect the scheduled exam start | | | | | | | time of Paper 2 which is provided by the | | | | | | | system in default. On the other hand, the | | | | | | | users shall be allowed to edit the actual | | | | | | | exam start time of Paper 2.]{.mark} | | | | | | | | | | | | | | - [The actual exam start time of Paper 1 and | | | | | | | Paper 2 in the SEN exam centre shall not | | | | | | | be earlier than those in the normal | | | | | | | centre.]{.mark} | | | | | | | | | | | | | | - The actual exam start time and end time | | | | | | | fields of each zone in the sessional | | | | | | | report shall be updated based on the timer | | | | | | | set. | | | | | | | | | | | | | | - [Users shall be able to check the exam end | | | | | | | time in the routine page, see UF-SEN-011 | | | | | | | Routine.]{.mark} | | | | | | | | | | | | | | - [By tapping the 'Rem]{.mark}ove all | | | | | | | supervised break(s)' and a 'Confirm to | | | | | | | remove all supervised break(s)' button on | | | | | | | the page of the candidate list within the | | | | | | | zone for a single candidate room, users | | | | | | | shall be able to remove the time settings | | | | | | | of all scheduled supervised break(s) at | | | | | | | once. Validation shall be set to ensure | | | | | | | that it is a single candidate room before | | | | | | | removal. The system shall then update and | | | | | | | display the start and end times of the | | | | | | | exam (including the routine) | | | | | | | automatically. A message about the removal | | | | | | | of supervised break(s) shall also be | | | | | | | highlighted. | | | | | | | | | | | | | | - Provide the no. of candidate to be | | | | | | | allocated by zones under the 'Assign | | | | | | | Zone' page > Zone A (5 candidates) | | +---+---+---+----+----------------------------------------------------+----+ | I | 2 | 1 | R | 1. Users shall be able to read the routine of the | > | | n | 8 | 3 | ou | exam session by tapping the [Routine] button | O | | v | | . | ti | in the page of the Assign Zone. | ut | | i | | 1 | ne | | > | | A | | . | | 2. Each action occurring within the exam timeline | S | | p | | 1 | | of each assigned zone shall be listed by time | co | | p | | 1 | | sequence. | pe | | | | | | | | | | | | | a. The start and end time of the exam paper | | | | | | | | | | | | | | b. The start and end time of all supervised | | | | | | | breaks | | | | | | | | | | | | | | c. The last 15 minutes and 5 minutes before | | | | | | | exam end | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1. The actions of the new zone created for the | | | | | | | special case (wrong centre candidate) shall be | | | | | | | included in the exam timeline as well. | | | | | | | | | | | | | | 2. The system shall be able to display the | | | | | | | effective times of the exam automatically if | | | | | | | the CS/invigilator adjusted the exam start | | | | | | | time and/or the supervised break(s) is/are | | | | | | | removed for a single candidate room. | | +---+---+---+----+----------------------------------------------------+----+ | I | 3 | 1 | M | 1. Users shall be able to communicate with and | > | | n | 1 | 3 | es | receive notification from the CS through the | O | | v | | . | sa | Message Board. | ut | | i | | 1 | ge | | > | | A | | . | B | 2. Users shall be able to receive, be notified | S | | p | | 1 | oa | and read one-way messages / information | co | | p | | 2 | rd | disseminated from HKEAA. | pe | | | | | | | | | | | | | 3. Users shall be able to send/receive messages | | | | | | | and [images / audios / videos]{.mark} to/from | | | | | | | the CS of the checked-in exam sessions. | | | | | | | | | | | | | | 4. VCC Manager and Officer role users shall be | | | | | | | able to extract the conversation logs. | | +---+---+---+----+----------------------------------------------------+----+ | C | 3 | 1 | S | 1. By selecting the Examination Date and SEN | > | | S | 1 | 3 | EN | Centres, choosing the exam centre, entering | O | | | | . | CS | the EP Number, and Password, the assigned CS | ut | | | | 2 | L | shall be able to login to the SEN CS Module. | > | | | | . | og | | S | | | | 1 | in | 2. CS's EP No. shall be used to recognize the | co | | | | | | specific exam session of the SEN exam centre | pe | | | | | | that the CS is responsible for. | | +---+---+---+----+----------------------------------------------------+----+ | C | 3 | 1 | Na | 1. For Hall centres | > | | S | 2 | 3 | vi | | O | | | | . | ga | - Users shall be able to click the 'green QR | ut | | | | 2 | ti | code' icon to prompt a window that shows | > | | | | . | on | the QR code for invigilator to login | S | | | | 2 | B | 'i-Invigilation (HKDSE)' (Invigilator | co | | | | | ar | App). | pe | | | | | | | | | | | | | - 'Pending Confirmation' button shall be | | | | | | | used for confirmation or reconfirmation of | | | | | | | the exam data sent to VCC (applicable to | | | | | | | Hall CS). | | | | | | | | | | | | | | 2. Users shall be able to click the | | | | | | | [中文]/[ENG] button to switch the language | | | | | | | to either English or Chinese. | | | | | | | | | | | | | | 3. Users shall be able to click the 'Selection of | | | | | | | Subject/Paper' button to switch to another | | | | | | | exam session, a message shall be displayed to | | | | | | | remind the users to confirm the exam data | | | | | | | before switching to another exam session. | | | | | | | | | | | | | | 4. Users shall be able to click the 'Reports' | | | | | | | button to select the shortcut link to | | | | | | | Sessional Report, Discrepancy Report and | | | | | | | Summary Report. | | | | | | | | | | | | | | 5. Users shall click the 'Logout' button to | | | | | | | logout the SEN CS Module, a message shall be | | | | | | | displayed to reminder the users to confirm the | | | | | | | exam data before log out | | +---+---+---+----+----------------------------------------------------+----+ | C | 3 | 1 | Ex | 1. [On every page of the App, users shall be able | > | | S | 3 | 3 | am | to view the basic examination information | O | | | | . | I | which are retrieved from HKEAA system by | ut | | | | 2 | nf | scheduled synchronized job:]{.mark} | > | | | | . | or | | S | | | | 3 | ma | - [Exam name(e.g. DSE 2023)]{.mark} | co | | | | | ti | | pe | | | | | on | - [Exam centre code with the centre | | | | | | | name]{.mark} | | | | | | | | | | | | | | - [Exam date]{.mark} | | | | | | | | | | | | | | - [The step instructions to remind the CS to | | | | | | | submit the Sessional Report(s) and confirm | | | | | | | the exam data.]{.mark} | | +---+---+---+----+----------------------------------------------------+----+ | C | 3 | 1 | Ex | 1. [On every page of the App,]{.mark} | > | | S | 3 | 3 | am | | O | | | | . | Ti | 2. [The system shall display the scheduled exam | ut | | | | 2 | me | time of both Paper 1 and 2 of the normal | > | | | | . | | centre which is retrieved from the HKEAA | S | | | | 4 | | system.]{.mark} | co | | | | | | | pe | | | | | | 3. [The start time of Paper 2 of different | | | | | | | subjects on the exam date at the normal centre | | | | | | | within the message shown as below (i.e. "( )" | | | | | | | refers to scheduled start time of Paper 2 in | | | | | | | the normal centre), e.g.:]{.mark} | | | | | | | | | | | | | | - [Note: All candidates of SEN Centres | | | | | | | should return to exam rooms before the | | | | | | | exam start time of Paper 2 (i.e. *11:15* ) | | | | | | | in normal exam centres.]{.mark} | | | | | | | | | | | | | | - | | | | | | | [注意：所有特別試場考生必須於一般試場卷二開考時間 | | | | | | | (即 *11:15*) 前返回考室。]{.mark} | | +---+---+---+----+----------------------------------------------------+----+ | C | 3 | 1 | L | 1. For the hall invigilators who have been | > | | S | 4 | 3 | og | assigned to the exam session, they shall be | O | | | | . | in | able to login the Invigilator App by scanning | ut | | | | 2 | Co | the QR code of the exam session provided by | > | | | | . | de | the hall CS. | S | | | | 5 | f | | co | | | | | or | 2. For ad hoc invigilators who have not been | pe | | | | | U | assigned to any exam session yet, CS shall be | | | | | | si | able to generate a specific QR code for the | | | | | | ng | invigilator by entering invigilator's English | | | | | | I | name. School Name and Code of the schools | | | | | | nv | where the invigilators come from shall be | | | | | | ig | mandatorily selected from the drop-down list: | | | | | | il | | | | | | | at | - The drop-down list with all school names | | | | | | or | and codes shall be displayed at the field | | | | | | A | for users to select if no character(s) is | | | | | | pp | inputted. | | | | | | | | | | | | | | - By inputting character(s), corresponding | | | | | | | school name(s) and code(s) shall be | | | | | | | displayed in the drop-down list at the | | | | | | | field for users to select. | | | | | | | | | | | | | | - The system shall create a unique account | | | | | | | number for the invigilator. | | +---+---+---+----+----------------------------------------------------+----+ | C | 3 | 1 | CS | 1. [Users shall have an overview of the real-time | > | | S | 5 | 3 | D | information of the assigned exam centre(s) via | O | | | | . | as | the Dashboard page.]{.mark} | ut | | | | 2 | hb | | > | | | | . | oa | 2. [Hall CS Dashboard:]{.mark} | S | | | | 6 | rd | | co | | | | | | - [A summary of attendance records ('Attendance | pe | | | | | | Record') shall display the following number of | | | | | | | candidates:]{.mark} | | | | | | | | | | | | | | - [Present]{.mark} | | | | | | | | | | | | | | - [Absent]{.mark} | | | | | | | | | | | | | | - [Wrong Centre / Version | | | | | | | Candidate(S)]{.mark} | | | | | | | | | | | | | | - [Attendance not taken]{.mark} | | | | | | | | | | | | | | - [A pie chart of an overall situation shall | | | | | | | reflect the counts relating to attendance and | | | | | | | collected script records.]{.mark} | | | | | | | | | | | | | | - [By mouse hovering each sector of the | | | | | | | chart, the figure and percentage of the | | | | | | | count shall be displayed.]{.mark} | | | | | | | | | | | | | | - [The figure of the counts shall be | | | | | | | displayed at the legend:]{.mark} | | | | | | | | | | | | | | - [Present Candidate(s) with scripts | | | | | | | collected]{.mark} | | | | | | | | | | | | | | - [Absent Candidate(s) without scripts | | | | | | | collected]{.mark} | | | | | | | | | | | | | | - [Wrong Centre / Version Candidate(s) | | | | | | | with scripts collected]{.mark} | | | | | | | | | | | | | | - [Discrepancies]{.mark} | | | | | | | | | | | | | | - [By clicking the sector, the | | | | | | | following counts shall be shown on | | | | | | | a dialog box:]{.mark} | | | | | | | | | | | | | | - [Attendance not taken without | | | | | | | script(s) collected]{.mark} | | | | | | | | | | | | | | - [Attendance not taken with | | | | | | | script(s) collected]{.mark} | | | | | | | | | | | | | | - [Present with missing | | | | | | | script(s)]{.mark} | | | | | | | | | | | | | | - [Absent with script(s) | | | | | | | collected]{.mark} | | | | | | | | | | | | | | - [Wrong Centre / Version | | | | | | | candidates without script(s) | | | | | | | collected]{.mark} | | | | | | | | | | | | | | - [By clicking each count in the | | | | | | | dialog box, the users shall be | | | | | | | redirected to the corresponding | | | | | | | page of 'Discrepancy | | | | | | | Report'.]{.mark} | | | | | | | | | | | | | | - [A pie chart of SR Form Status | | | | | | | ('Irregularities') shall reflect the number of | | | | | | | corresponding SR Form Cases.]{.mark} | | | | | | | | | | | | | | - [By mouse hovering each sector of the | | | | | | | chart, the figure and percentage of the | | | | | | | count shall be displayed.]{.mark} | | | | | | | | | | | | | | - [The figure of the counts shall be | | | | | | | displayed at the legend:]{.mark} | | | | | | | | | | | | | | - [SR Form Cases with <Completed> | | | | | | | status]{.mark} | | | | | | | | | | | | | | - [SR Form Cases with <Pending to | | | | | | | Complete> status]{.mark} | | | | | | | | | | | | | | - [By clicking the pie of SR Form | | | | | | | Cases with <Completed> Status, | | | | | | | the users shall be redirected to | | | | | | | the corresponding page of 'Special | | | | | | | Report for follow Up (Candidate)' | | | | | | | showing the completed cases of the | | | | | | | SR Forms.]{.mark} | | | | | | | | | | | | | | - [By clicking the pie of SR Form | | | | | | | Cases with <Pending to Complete> | | | | | | | Status, the users shall be | | | | | | | redirected to the corresponding | | | | | | | page of 'Special Report for follow | | | | | | | up (Candidate)' showing the | | | | | | | outstanding cases of the SR | | | | | | | Forms.]{.mark} | | | | | | | | | | | | | | 3. [Classroom CS Dashboard:]{.mark} | | | | | | | | | | | | | | - [A bar chart of an overall situation shall | | | | | | | reflect the counts relating to attendance and | | | | | | | collected script records, at each bar which | | | | | | | represents a Classroom centre.]{.mark} | | | | | | | | | | | | | | - [By mouse hovering each section of the bar | | | | | | | of a classroom centre, the counts for | | | | | | | Classroom centre(s) ('Classrooms | | | | | | | Situation') shall be displayed:]{.mark} | | | | | | | | | | | | | | - [Present Candidate(s) with scripts | | | | | | | collected]{.mark} | | | | | | | | | | | | | | - [Absent Candidate(s) without scripts | | | | | | | collected]{.mark} | | | | | | | | | | | | | | - [Wrong Centre / Version Candidate(s) | | | | | | | with scripts collected]{.mark} | | | | | | | | | | | | | | - [Discrepancies]{.mark} | | | | | | | | | | | | | | - [By clicking the section, the | | | | | | | Classroom centre code and the | | | | | | | following counts shall be shown on | | | | | | | a dialog box:]{.mark} | | | | | | | | | | | | | | - [Attendance not taken without | | | | | | | script(s) collected]{.mark} | | | | | | | | | | | | | | - [Attendance not taken with | | | | | | | script(s) collected]{.mark} | | | | | | | | | | | | | | - [Present with missing | | | | | | | script(s)]{.mark} | | | | | | | | | | | | | | - [Absent with script(s) | | | | | | | collected]{.mark} | | | | | | | | | | | | | | - [Wrong Centre / Version | | | | | | | candidates without script(s) | | | | | | | collected]{.mark} | | | | | | | | | | | | | | - [By clicking each count in the | | | | | | | dialog box, the users shall be | | | | | | | redirected to the corresponding | | | | | | | page of 'Discrepancy Report' under | | | | | | | such Classroom centre.]{.mark} | | | | | | | | | | | | | | - [The following figure and the percentage | | | | | | | of the attendance records shall be | | | | | | | displayed as well:]{.mark} | | | | | | | | | | | | | | - [Present]{.mark} | | | | | | | | | | | | | | - [Absent]{.mark} | | | | | | | | | | | | | | - [Wrong Centre/Version | | | | | | | Candidate(s)]{.mark} | | | | | | | | | | | | | | - [Attendance not taken]{.mark} | | | | | | | | | | | | | | - [A bar chart of SR Form Status | | | | | | | ('Irregularities') shall reflect the number of | | | | | | | corresponding SR Form Cases at each bar which | | | | | | | represents a Classroom centre.]{.mark} | | | | | | | | | | | | | | - [By mouse hovering each section of the | | | | | | | bar, the figure and percentage of the | | | | | | | count shall be displayed.]{.mark} | | | | | | | | | | | | | | - [The counts for both Classroom | | | | | | | centre(s):]{.mark} | | | | | | | | | | | | | | - [SR Form Cases with <Completed> | | | | | | | status]{.mark} | | | | | | | | | | | | | | - [SR Form Cases with <Pending to | | | | | | | Complete> status]{.mark} | | | | | | | | | | | | | | - [By clicking the section of SR | | | | | | | Form Cases with <Completed> | | | | | | | Status of the bar of a classroom | | | | | | | centre, the users shall be | | | | | | | redirected to the corresponding | | | | | | | page of 'Special Report for follow | | | | | | | up (Candidate)' showing the | | | | | | | completed cases of the SR | | | | | | | Forms.]{.mark} | | | | | | | | | | | | | | - [By clicking the section of SR | | | | | | | Form Cases with <Pending to | | | | | | | Complete> Status of the bar of a | | | | | | | classroom centre, the users shall | | | | | | | be redirected to the corresponding | | | | | | | page of 'Special Report for follow | | | | | | | Up (Candidate)' showing the | | | | | | | outstanding cases of the SR | | | | | | | Forms.]{.mark} | | +---+---+---+----+----------------------------------------------------+----+ | C | 4 | 1 | At | 1. [Users shall be able to view the candidate's | > | | S | 0 | 3 | te | attendance and script records of the SEN exam | O | | | | . | nd | centre.]{.mark} | ut | | | | 2 | an | | > | | | | . | ce | 2. [Users shall be able to filter the records by | S | | | | 7 | a | selecting:]{.mark} | co | | | | | nd | | pe | | | | | Sc | - [Attendance status (i.e. present or | | | | | | ri | absent)]{.mark} | | | | | | pt | | | | | | | R | - [Status of script collection (i.e. | | | | | | ec | collected scripts and missing | | | | | | or | script)]{.mark} | | | | | | ds | | | | | | | | 3. Users shall be able to sort the records by | | | | | | | clicking the corresponding field names. | | | | | | | | | | | | | | 4. [The system shall list and group the candidate | | | | | | | records under zones having different | | | | | | | timetables. Each zone shall consist of | | | | | | | candidate records of different subjects having | | | | | | | the same timetable. Heading of each zone shall | | | | | | | be shown with its zone name, scheduled exam | | | | | | | start and end time, exam duration(including | | | | | | | break), and supervised break(s) when mouse | | | | | | | hovering the 'View Break Time' icon.]{.mark} | | | | | | | | | | | | | | 5. [The system shall display candidate records | | | | | | | with the following fields:]{.mark} | | | | | | | | | | | | | | - [Candidate number or identification | | | | | | | document number]{.mark} | | | | | | | | | | | | | | - [Candidate name]{.mark} | | | | | | | | | | | | | | - [Case number]{.mark} | | | | | | | | | | | | | | - [Seat number]{.mark} | | | | | | | | | | | | | | - [Subject name]{.mark} | | | | | | | | | | | | | | - [Paper code]{.mark} | | | | | | | | | | | | | | - [Attendance status（'--' means | | | | | | | attendance not yet taken, present and | | | | | | | absent)]{.mark} | | | | | | | | | | | | | | - [Answer script collected / answer script | | | | | | | to be collected]{.mark} | | | | | | | | | | | | | | - [Remarks of individual candidate's | | | | | | | timetable (if any) provided by | | | | | | | HKEAA]{.mark} | | | | | | | | | | | | | | 6. [For the case number, the length ranges from | | | | | | | 11 to 12 characters depending on the trailing | | | | | | | numbers followed by the disabilities code, | | | | | | | e.g. DSE2021A001 and DSE2021A0001. The format | | | | | | | shall be expressed in the following | | | | | | | examples:]{.mark} | | | | | | | | | | | | | | - [DSE2021A001. "A" means aural | | | | | | | disabilities]{.mark} | | | | | | | | | | | | | | - [DSE2021V001. "V" means visual | | | | | | | disabilities]{.mark} | | | | | | | | | | | | | | - [DSE2021O001. "O" means oral | | | | | | | disabilities]{.mark} | | | | | | | | | | | | | | - [DSE2021L001. "L" means specific learning | | | | | | | disabilities]{.mark} | | | | | | | | | | | | | | - [DSE2021P001. "P" means physical | | | | | | | disabilities]{.mark} | | | | | | | | | | | | | | - [DSE2021X001. "X" means other disabilities | | | | | | | (e.g. Autism Spectrum Disorder (ASD), | | | | | | | Attention-Deficit/Hyperactivity Disorder | | | | | | | (AD/HD), intellectual disabilities (ID), | | | | | | | disorder related to mental health, chronic | | | | | | | medical illnesses, etc)]{.mark} | | | | | | | | | | | | | | 7. [Users shall be able to click the 'View' | | | | | | | button to read the candidate's information. | | | | | | | Following shall be displayed:]{.mark} | | | | | | | | | | | | | | - [Candidate name and the candidate number | | | | | | | as the title of the popup window.]{.mark} | | | | | | | | | | | | | | - [Document No.]{.mark} | | | | | | | | | | | | | | - [Invigilator's Attendance Taking | | | | | | | Time]{.mark} | | | | | | | | | | | | | | - [Self Check-in Time]{.mark} | | | | | | | | | | | | | | - [No. of Scripts Collected]{.mark} | | | | | | | | | | | | | | - [Spare Barcode]{.mark} | | | | | | | | | | | | | | - [SR1 Case Records, such as photo not | | | | | | | resemble candidate, admission form not | | | | | | | present and cannot verify identity]{.mark} | | | | | | | | | | | | | | - [Check-in/out (Toilet request)]{.mark} | | | | | | | | | | | | | | - [Candidate photo in REG]{.mark} | | | | | | | | | | | | | | - [Remarks of the candidate provided by | | | | | | | HKEAA that shall be able to display | | | | | | | symbols and wordings in Chinese and | | | | | | | English at the same time.]{.mark} | | | | | | | | | | | | | | 8. [A search bar shall enable the Classroom CS to | | | | | | | filter the classroom.]{.mark} | | | | | | | | | | | | | | 9. [Users shall be able to edit the candidate's | | | | | | | attendance and scripts collected information | | | | | | | in the edit form by clicking the 'Edit' | | | | | | | button. The edit page shall display the | | | | | | | candidate no, candidate name, seat number and | | | | | | | the remarks retrieved from the timetable. | | | | | | | Users shall be able to edit the | | | | | | | followings:]{.mark} | | | | | | | | | | | | | | - [Attendance status (i.e. 'Yes' - present | | | | | | | or 'No' - absent)]{.mark} | | | | | | | | | | | | | | - [Usage of spare barcode (i.e. Yes or No) | | | | | | | and the spare barcode number if 'Yes is | | | | | | | selected', users shall be able to select | | | | | | | the subject code from a dropdown list and | | | | | | | enter the last 5 digits. A message shall | | | | | | | be popped up if the combination of the | | | | | | | subject code and the last 5 digits are | | | | | | | incorrect (applicable to Hall CS only, for | | | | | | | classroom centres, assigning spare barcode | | | | | | | is the duty of the Classroom | | | | | | | invigilators)]{.mark} | | | | | | | | | | | | | | - [Number of scripts collected, for those | | | | | | | candidates involved in script discrepancy, | | | | | | | users shall be required to input reason by | | | | | | | selecting one of the following options | | | | | | | through the radio buttons and then input | | | | | | | the corresponding information:]{.mark} | | | | | | | | | | | | | | - [Option 1: Candidate has been approved | | | | | | | to use other answering | | | | | | | methods.]{.mark} | | | | | | | | | | | | | | - [Option 2: Others: (Please input the | | | | | | | special situation in remarks), a text | | | | | | | box shall be provided for the user to | | | | | | | input.]{.mark} | | | | | | | | | | | | | | >   | | +---+---+---+----+----------------------------------------------------+----+ | C | 4 | 1 | T | 1. [Timetables of the candidates shall be | > | | S | 5 | 3 | im | retrieved from and updated to the SEN system | O | | | | . | er | of HKEAA.]{.mark} | ut | | | | 2 | | | > | | | | . | | 2. [Users shall be able to access the timer | S | | | | 8 | | function via the 'Timer' page.]{.mark} | co | | | | | | | pe | | | | | | 3. [System shall list and group the exam times | | | | | | | under zones having different timetables. | | | | | | | Heading of each zone shall be shown with its | | | | | | | zone name, scheduled exam start and end time, | | | | | | | and exam duration(including break).]{.mark} | | | | | | | | | | | | | | 4. [System shall show the following times under | | | | | | | each zone by time sequence:]{.mark} | | | | | | | | | | | | | | - [Exam start and end time]{.mark} | | | | | | | | | | | | | | - [Start time(s) and end time(s) of all the | | | | | | | supervised break(s)]{.mark} | | | | | | | | | | | | | | >   | | | | | | | > | | | | | | | > [[Hall CS]{.underline}]{.mark} | | | | | | | > | | | | | | | >   | | | | | | | | | | | | | | - [Users shall only be able to edit the actual | | | | | | | exam start time of each zone. Then, the system | | | | | | | shall update and display the start and end | | | | | | | times of the exam session as well as those of | | | | | | | the supervised break(s) under each zone | | | | | | | automatically.]{.mark} | | | | | | | | | | | | | | - [For the zone does not have any supervised | | | | | | | break(s), 'Supervised Break : NA' shall be | | | | | | | displayed.]{.mark} | | | | | | | | | | | | | | - [Users shall not be able to edit the actual | | | | | | | exam start time of Paper 1 earlier than the | | | | | | | regular designated time (i.e. 8:30am).]{.mark} | | | | | | | | | | | | | | - [The adjustment of time(s) in Paper 1 shall | | | | | | | not affect the scheduled exam start time of | | | | | | | Paper 2 which is provided by the system in | | | | | | | default. On the other hand, the users shall be | | | | | | | allowed to edit the actual exam start time of | | | | | | | Paper 2.]{.mark} | | | | | | | | | | | | | | - [The actual exam start time of Paper 1 and | | | | | | | Paper 2 in the SEN exam centre shall not be | | | | | | | earlier than those in the normal | | | | | | | centre.]{.mark} | | | | | | | | | | | | | | - [Users shall be able to apply the actual exam | | | | | | | start time of each zone by clicking the | | | | | | | 'Confirm' button.]{.mark} | | | | | | | | | | | | | | >   | | | | | | | > | | | | | | | > [[Classroom CS]{.underline}]{.mark} | | | | | | | > | | | | | | | >   | | | | | | | | | | | | | | - [A search bar shall enable the Classroom CS to | | | | | | | filter the classroom.]{.mark} | | | | | | | | | | | | | | - [Classroom CS shall be able to view the exam | | | | | | | time of each zone in a filtered classroom, | | | | | | | with a heading showing the zone name, | | | | | | | scheduled exam start and end time and the exam | | | | | | | duration(including break).]{.mark} | | | | | | | | | | | | | | - [Followings shall be shown under the zone | | | | | | | heading:]{.mark} | | | | | | | | | | | | | | - [Actual exam start time set by the | | | | | | | classroom invigilator]{.mark} | | | | | | | | | | | | | | - [Exam end time adjusted by the | | | | | | | system]{.mark} | | | | | | | | | | | | | | - [Start time(s) of supervised break time(s) | | | | | | | adjusted by the system]{.mark} | | | | | | | | | | | | | | - [End times(s) of supervised break time(s) | | | | | | | adjusted by the system]{.mark} | | | | | | | | | | | | | | - [Single Candidate Room:]{.mark} | | | | | | | | | | | | | | - [Users shall be able to remove the time | | | | | | | settings of all existing supervised | | | | | | | break(s) by clicking the 'Remove All | | | | | | | Supervised Break(s)' button at once. | | | | | | | Validation shall be set to ensure that it | | | | | | | is a single candidate room before | | | | | | | removal.]{.mark} | | | | | | | | | | | | | | - [A message shall be popup to get the CS's | | | | | | | confirmation to remove all supervised | | | | | | | breaks when the 'Remove All Supervised | | | | | | | Break(s)' button is clicked.]{.mark} | | | | | | | | | | | | | | - [The system shall then update and display | | | | | | | the exam start and end times | | | | | | | automatically. A message about the removal | | | | | | | of supervised break(s) shall also be | | | | | | | highlighted.]{.mark} | | | | | | | | | | | | | | - [The adjustment of time(s) in Paper 1 | | | | | | | shall not affect the scheduled exam start | | | | | | | time of Paper 2 which is provided by the | | | | | | | system in default. On the other hand, the | | | | | | | classroom invigilators shall be allowed to | | | | | | | edit the actual exam start time of Paper | | | | | | | 2.]{.mark} | | | | | | | | | | | | | | - [The actual exam start time of Paper 1 and | | | | | | | Paper 2 in the SEN exam centre shall not | | | | | | | be earlier than those in the normal | | | | | | | centre.]{.mark} | | | | | | | | | | | | | | >   | | +---+---+---+----+----------------------------------------------------+----+ | C | 4 | 1 | Ma | 1. [Users shall be able to maintain the special | > | | S | 8 | 3 | in | cases (wrong centre candidates) in the Special | O | | | | . | ta | Case page.]{.mark} | ut | | | | 2 | in | | > | | | | . | S | 2. [Users shall be able to view the Special Case | S | | | | 9 | pe | list with the following fields:]{.mark} | co | | | | | ci | | pe | | | | | al | - [Candidate Number]{.mark} | | | | | | C | | | | | | | as | - [Candidate name or identification document | | | | | | es | number]{.mark} | | | | | | | | | | | | | | - [Classroom centre code (applicable to | | | | | | | Classroom CS)]{.mark} | | | | | | | | | | | | | | - [Zone name and the SEN exam time, e.g. A | | | | | | | (SEN Exam Time 8:30 - 10:15)]{.mark} | | | | | | | | | | | | | | - [Spare barcode number]{.mark} | | | | | | | | | | | | | | - [Answer script collected / answer script | | | | | | | to be collected]{.mark} | | | | | | | | | | | | | | 3. [Users shall be able to create special case(s) | | | | | | | (wrong centre candidates) by clicking the | | | | | | | 'Add' button. Hall CS shall assign the case(s) | | | | | | | to the existing zone by selecting from a | | | | | | | dropdown list while Classroom CS shall assign | | | | | | | the case(s) to the existing classroom centre | | | | | | | and zone.]{.mark} | | | | | | | | | | | | | | 4. [By clicking the '+' icon next to the drop | | | | | | | down list of Zone,]{.mark} users shall be able | | | | | | | to create new zone(s) in the existing exam | | | | | | | centre and assign the wrong centre | | | | | | | candidate(s) to it., Followings shall be | | | | | | | specified to the new zone: | | | | | | | | | | | | | | - Subject | | | | | | | | | | | | | | - Paper | | | | | | | | | | | | | | - Invigilator | | | | | | | | | | | | | | - Exam start and end time | | | | | | | | | | | | | | - The time of supervised break(s) - they are | | | | | | | optional and applicable to the exam | | | | | | | lasting 90 minutes or more. Users shall be | | | | | | | able to add and remove the supervised | | | | | | | break time by clicking the '+' and '-' | | | | | | | icon respectively. | | | | | | | | | | | | | | 5. [If a new zone is created and an invigilator | | | | | | | is assigned to it in an existing classroom | | | | | | | centre, the information shall be reflected on | | | | | | | the pages of the 'Invigilator Assignment', the | | | | | | | 'Seating Plan' and Sessional Report.]{.mark} | | | | | | | | | | | | | | > [ ]{.mark} | | | | | | | | | | | | | | 6. [Hall CS shall be able to update the | | | | | | | candidate's personal information, spare | | | | | | | barcode information, the number of collected | | | | | | | scripts and the zone assigned of each special | | | | | | | case in the form by clicking the 'Edit' | | | | | | | button. Classroom CS shall be able to update | | | | | | | the classroom centre assigned | | | | | | | additionally.]{.mark}[[[1]]{.underline} | | | | | | |](about:blank) [[[2]]{.underline}](about:blank)  | | | | | | | | | | | | | | 7. [For those candidates involved in script | | | | | | | discrepancy, users shall be required to input | | | | | | | reason by selecting one of the following | | | | | | | options through the radio buttons and then | | | | | | | input the corresponding information:]{.mark} | | | | | | | | | | | | | | - [Option 1: Candidate has been approved to | | | | | | | use other answering methods.]{.mark} | | | | | | | | | | | | | | - [Option 2: Others: (Please input the | | | | | | | special situation in remarks), a text box | | | | | | | shall be provided for the user to | | | | | | | input.]{.mark} | | | | | | | | | | | | | | 8. [Users shall be able to remove special case(s) | | | | | | | from the list by clicking the 'Remove' button | | | | | | | and confirming the action.]{.mark} | | | | | | | | | | | | | | >   | | +---+---+---+----+----------------------------------------------------+----+ | C | 5 | 1 | C | 1. [The list shall be able to show all the | > | | S | 6 | 3 | la | classroom centres with:]{.mark} | O | | | | . | ss | | ut | | | | 2 | ro | - [Classroom centre code]{.mark} | > | | | | . | om | | S | | | | 1 | Li | - [Number of assigned candidates]{.mark} | co | | | | 0 | st | | pe | | | | | ( | - Actual exam start and end time - in the | | | | | | ap | format of hh:mn - hh:mn | | | | | | pl | | | | | | | ic | - [EP / application / account number and the | | | | | | ab | name of invigilator]{.mark} | | | | | | le | | | | | | | f | - [Present count, absent count, unverified | | | | | | or | count (attendance record is not yet | | | | | | C | taken)]{.mark} | | | | | | la | | | | | | | ss | - [Number of absent case but with scripts | | | | | | ro | collected]{.mark} | | | | | | om | | | | | | | C | - Wrong centre [count]{.mark} | | | | | | S) | | | | | | | | - [Total number of script to be collected | | | | | | | (i.e. the total number of scripts need to | | | | | | | be collected from the present assigned | | | | | | | candidates and the wrong centre | | | | | | | candidates)]{.mark} | | | | | | | | | | | | | | - Missing scripts (i.e. the total number of | | | | | | | scripts not received from the present | | | | | | | assigned candidates and the wrong centre | | | | | | | candidates) | | | | | | | | | | | | | | - [Scripts collected from present (i.e. the | | | | | | | total number of missing scripts of the | | | | | | | present assigned candidates and the wrong | | | | | | | centre candidates)]{.mark} | | | | | | | | | | | | | | - [Submission status of the sessional | | | | | | | reports by the classroom invigilators to | | | | | | | CS:]{.mark} | | | | | | | | | | | | | | - Pending submission - Sessional report | | | | | | | not yet submitted | | | | | | | | | | | | | | - Submitted - Sessional report submitted | | | | | | | without Classroom invigilator's | | | | | | | remarks | | | | | | | | | | | | | | - Submitted with a yellow 'Remark' | | | | | | | button - Sessional report submitted | | | | | | | with Classroom invigilator's remark. | | | | | | | Mouse over the button shall display | | | | | | | the remarks inputted by the CRIs. | | | | | | | | | | | | | | - After the Classroom Invigilator has | | | | | | | submitted the Sessional Report, the | | | | | | | [View] button of the corresponding | | | | | | | centre shall be enabled and users shall be | | | | | | | able to view it. | | | | | | | | | | | | | | - Submit Sessional Report - for classroom CS | | | | | | | to submit the classroom's sessional report | | | | | | | to VCC by selecting single / multiple / | | | | | | | all [classroom centre(s) and clicking the | | | | | | | [Submit Sessional Report] | | | | | | | button.]{.mark} | | | | | | | | | | | | | | - Submitted time displayed after submission | | | | | | | of sessional report to VCC | | | | | | | | | | | | | | - [Users shall be able to confirm the exam | | | | | | | data of the classroom centres to VCC by | | | | | | | clicking the [Confirm Exam Data] | | | | | | | button.]{.mark} | | | | | | | | | | | | | | - Confirmed time displayed after | | | | | | | confirmation of exam data to VCC | | | | | | | | | | | | | | - After confirming the exam data to VCC, | | | | | | | users shall be able to edit the Sessional | | | | | | | Report by clicking the [Edit] button of | | | | | | | the classroom centre. | | | | | | | | | | | | | | 2. The number of classrooms displayed in a page | | | | | | | shall be 20. | | | | | | | | | | | | | | 3. [Users shall be able to select columns | | | | | | | displayed by toggling the 'Preferences' | | | | | | | button.]{.mark} | | | | | | | | | | | | | | 4. Users shall be able to filter the classroom | | | | | | | centres with / without discrepancy records by | | | | | | | selecting the exam centre status. | | | | | | | | | | | | | | 5. Users shall be able to filter the classroom | | | | | | | centres which the sessional reports have been | | | | | | | submitted or pending to submit to VCC by | | | | | | | selecting the Sessional Report Submission | | | | | | | Status. | | | | | | | | | | | | | | 6. Users shall be able to easily identify | | | | | | | classroom centres with problems with the | | | | | | | indicator displayed in the system after the | | | | | | | Classroom invigilator has submitted the | | | | | | | sessional report. | | | | | | | | | | | | | | - Red vertical bar shall be shown at the row | | | | | | | header to indicate there is discrepancy | | | | | | | | | | | | | | - Green vertical bar shall be shown if the | | | | | | | sessional report of the classroom is | | | | | | | normal, without discrepancy. | | | | | | | | | | | | | | - The indicators shall be triggered once the | | | | | | | Classroom Invigilator submitted the | | | | | | | sessional report. By default, no indicator | | | | | | | (colorless vertical bar) is displayed. | | | | | | | | | | | | | | 7. After the Classroom CS submitted the Sessional | | | | | | | Report to VCC but not yet confirmed the exam | | | | | | | data, if the Classroom Invigilator changes | | | | | | | exam data and resubmit the Sessional Report | | | | | | | again, Classroom CS should receive an alert to | | | | | | | submit the Sessional Report to VCC again. | | | | | | | | | | | | | | 8. Classroom CS shall only be able to confirm the | | | | | | | exam data after all the sessional reports of | | | | | | | the classroom centres are submitted to VCC. | | | | | | | | | | | | | | 9. Once the classroom CS confirmed the exam data, | | | | | | | all the classroom invigilators cannot edit the | | | | | | | exam data (attendance status and script | | | | | | | collected) and the sessional reports. | | | | | | | | | | | | | | 10. Classroom CS shall be able to edit the | | | | | | | sessional reports of the classroom centre | | | | | | | after first confirmation of the exam data or | | | | | | | the Classroom Invigilator of a classroom has | | | | | | | been checked out before the exam end time. | | | | | | | | | | | | | | 11. After editing the sessional reports, classroom | | | | | | | CS shall be able to submit them to VCC and | | | | | | | confirm the exam data iteratively. | | | | | | | | | | | | | | 12. Users shall submit all finalized sessional | | | | | | | reports and confirm all exam data to VCC | | | | | | | within the designated period of time (i.e. | | | | | | | defined as a parameter at the Exam Support | | | | | | | Backend (SEAD) Module) after the exam end time | | | | | | | of the last exam session among the classroom | | | | | | | centres on the same exam day. | | | | | | | | | | | | | | - Classroom CS shall be able to input | | | | | | | remarks if there is any discrepancy when | | | | | | | confirming the exam data. | | +---+---+---+----+----------------------------------------------------+----+ | C | 6 | 1 | S | 1. [Candidates with the same exam time shall be | > | | S | 0 | 3 | EN | assigned to and shown in a zone with their | O | | | | . | I | seat numbers, names and candidate numbers by | ut | | | | 2 | nv | the system automatically based on their | > | | | | . | ig | timetables. Heading of each zone shall be | S | | | | 1 | il | shown with its zone name, and scheduled exam | co | | | | 1 | at | start and end time.]{.mark} | pe | | | | | or | | | | | | | As | 2. [An exam centre shall be able to accommodate | | | | | | si | more than one zone.]{.mark} | | | | | | gn | | | | | | | me | 3. [Pre-assignment of Invigilator (applicable to | | | | | | nt | hall centres only):]{.mark} | | | | | | | | | | | | | | - [Before the invigilators check-in the exam | | | | | | | session, the CS shall also be able to | | | | | | | assign those invigilators based on the | | | | | | | invigilator list on the exam date. The | | | | | | | corresponding row in the invigilator list | | | | | | | and initial assignments shall be displayed | | | | | | | font colour in 'Grey'.]{.mark} | | | | | | | | | | | | | | - [After the invigilators have been | | | | | | | assigned, users shall be able to perform | | | | | | | the reassignment by clicking the 'Edit' | | | | | | | button.]{.mark} | | | | | | | | | | | | | | - [Once the assigned invigilators have | | | | | | | checked in, the corresponding row in the | | | | | | | invigilator list and initial assignments | | | | | | | shall be turned the font colour in | | | | | | | 'Black'.]{.mark} | | | | | | | | | | | | | | 4. [For Hall CS:]{.mark} | | | | | | | | | | | | | | - [Users shall assign invigilators to | | | | | | | individual zones with their names and EP | | | | | | | numbers/Application numbers by selecting | | | | | | | the invigilators from the dropdown | | | | | | | list.]{.mark} | | | | | | | | | | | | | | - [Single invigilator shall be allowed to be | | | | | | | assigned to multiple zones.]{.mark} | | | | | | | | | | | | | | 5. [For Classroom CS:]{.mark} | | | | | | | | | | | | | | - [Users shall be able to assign checked-in | | | | | | | invigilators to individual zones in a | | | | | | | classroom centre with their names and EP | | | | | | | numbers / Application numbers by selecting | | | | | | | the invigilators from the dropdown | | | | | | | list.]{.mark} | | | | | | | | | | | | | | - [Single invigilator shall be allowed to be | | | | | | | assigned to multiple zones in a classroom | | | | | | | centre.]{.mark} | | | | | | | | | | | | | | - [Multiple invigilators shall be allowed to | | | | | | | be assigned to a single zone in a | | | | | | | classroom centre by clicking the '+' | | | | | | | button at the invigilator list.]{.mark} | | | | | | | | | | | | | | - [Under certain circumstances (e.g. a | | | | | | | single candidate room which may not have | | | | | | | the formal invigilator), users shall be | | | | | | | able to assign themselves as the | | | | | | | invigilator to that classroom to perform | | | | | | | invigilation besides performing the duties | | | | | | | of CS at the same time. In this case, the | | | | | | | CS shall not be forced logged out of the | | | | | | | CS Module after they have logged in the | | | | | | | Invigilator App.]{.mark} | | | | | | | | | | | | | | - [A search bar shall enable the Classroom | | | | | | | CS to filter the classroom.]{.mark} | | | | | | | | | | | | | | 6. [Users shall be able to add additional/wrong | | | | | | | centre candidate(s) to the zone by clicking | | | | | | | the '+' button at the candidate list.]{.mark} | | | | | | | | | | | | | | 7. [Users shall be able to view the assignment | | | | | | | result after applying the settings.]{.mark} | | | | | | | | | | | | | | 8. [Users shall be able to edit the assignment by | | | | | | | clicking the 'Edit' button after applying the | | | | | | | settings.]{.mark} | | | | | | | | | | | | | | 9. Users shall be directed to the 'Seating Plan' | | | | | | | page by clicking the [Seating Plan] button. | | +---+---+---+----+----------------------------------------------------+----+ | C | 6 | 1 | Cr | 1. [Users shall be able to take photo of the | > | | S | 5 | 3 | ea | candidate seating plan or upload the image | O | | | | . | te | file of the candidate seating plan to the | ut | | | | 2 | S | system at any time by clicking the [Seating | > | | | | . | EN | Plan] button on the 'Invigilator Assignment' | S | | | | 1 | S | page, select the 'Seating Plan' or 'Sessional | co | | | | 2 | ea | Report' under the 'Reports' at the left side | pe | | | | | ti | menu.]{.mark} | | | | | | ng | | | | | | | Pl | 2. [A message shall be displayed if the seating | | | | | | an | plan has not been uploaded when users submit | | | | | | | the Sessional Report.]{.mark} | | | | | | | | | | | | | | 3. [The exam information including exam name, | | | | | | | centre name, exam date and scheduled exam time | | | | | | | shall be displayed.]{.mark} | | | | | | | | | | | | | | 4. [The exam time, the EP number and name of the | | | | | | | invigilators who report duty and the | | | | | | | candidates of each zone shall be | | | | | | | displayed.]{.mark} | | | | | | | | | | | | | | 5. [Users shall be able to upload the photo of | | | | | | | the seating plan by clicking the upload icon | | | | | | | or take a photo using the laptop/tablet camera | | | | | | | by clicking the camera icon.]{.mark} | | | | | | | | | | | | | | 6. [After uploading/taking the photo of the | | | | | | | seating plan, a thumbnail shall be displayed | | | | | | | to indicate the photo of the seating plan has | | | | | | | been uploaded to the system.]{.mark} | | | | | | | | | | | | | | 7. [Users shall be able to enlarge the image file | | | | | | | by clicking on the thumbnail.]{.mark} | | | | | | | | | | | | | | 8. [Users shall be able to remove and | | | | | | | re-take/re-upload the photo of the seating | | | | | | | plan by clicking the [Edit] button.]{.mark} | | | | | | | | | | | | | | 9. [The name and EP number of the CS who | | | | | | | takes/uploads the photo of the seating plan | | | | | | | and the date and time of photo | | | | | | | taking/uploading shall be displayed.]{.mark} | | | | | | | | | | | | | | 10. For Classroom CS: | | | | | | | | | | | | | | - A search bar shall enable the users to | | | | | | | filter the classroom. | | | | | | | | | | | | | | - If the Classroom Invigilators uploaded the | | | | | | | seating plan of the classroom centres | | | | | | | through their Invigilator App, a | | | | | | | thumbnail, the EP number, name of the | | | | | | | Classroom Invigilator, the date and time | | | | | | | of uploading shall be displayed, Classroom | | | | | | | CS shall be able to enlarge it by clicking | | | | | | | on the thumbnail. | | +---+---+---+----+----------------------------------------------------+----+ | C | 6 | 1 | S | 1. [Lists of invigilators shall be displayed with | > | | S | 8 | 3 | EN | the following fields under the 'Invigilator | O | | | | . | I | Assignment and Check-in Status' | ut | | | | 2 | nv | section:]{.mark} | > | | | | . | ig | | S | | | | 1 | il | - [Invigilator name]{.mark} | co | | | | 3 | at | | pe | | | | | or | - [EP number/Application number/account | | | | | | Ch | number for ad hoc invigilator]{.mark} | | | | | | ec | | | | | | | k- | - [Check-in time]{.mark} | | | | | | in | | | | | | | St | - [Check-out time]{.mark} | | | | | | at | | | | | | | us | 2. [The following lists shall be | | | | | | | included:]{.mark} | | | | | | | | | | | | | | - [A list of invigilators who have | | | | | | | checked-in/reported for duty]{.mark} | | | | | | | | | | | | | | - [A list of invigilators who have | | | | | | | checked-out]{.mark} | | | | | | | | | | | | | | - [A list of invigilators who did not check | | | | | | | in]{.mark} | | | | | | | | | | | | | | 3. [Users shall be able to update the attendance | | | | | | | status of invigilators via a 'Check-out' | | | | | | | button.]{.mark} | | | | | | | | | | | | | | 4. [The check-in status and check-out time of the | | | | | | | invigilators concerned shall then be updated | | | | | | | accordingly.]{.mark} | | +---+---+---+----+----------------------------------------------------+----+ | C | 6 | 1 | S | 1. [Users shall be able to preview, edit and | > | | S | 9 | 3 | es | submit the Sessional Report of the SEN exam | O | | | | . | si | centres to VCC.]{.mark} | ut | | | | 2 | on | | > | | | | . | al | 2. [Following fields shall be displayed in a | S | | | | 1 | Re | Sessional Report:]{.mark} | co | | | | 4 | po | | pe | | | | | rt | - [Exam centre number]{.mark} | | | | | | | | | | | | | | - [Exam centre name]{.mark} | | | | | | | | | | | | | | - [Exam date]{.mark} | | | | | | | | | | | | | | - [Actual exam start time and end time of | | | | | | | each zone (editable)]{.mark} | | | | | | | | | | | | | | - [Different subject names and paper codes | | | | | | | shall be listed under each zone, including | | | | | | | the new created zone]{.mark} | | | | | | | | | | | | | | - [Packet of exam paper received | | | | | | | (editable)]{.mark} | | | | | | | | | | | | | | - [Number of scripts collected | | | | | | | (editable)]{.mark} | | | | | | | | | | | | | | - [Candidates with script discrepancy - a | | | | | | | list of candidate numbers and name who | | | | | | | involves script discrepancy]{.mark} | | | | | | | | | | | | | | - [Invigilators number and name who involves | | | | | | | Special Report on irregularity]{.mark} | | | | | | | | | | | | | | - [Candidate number and name who involves | | | | | | | Special Report on irregularity]{.mark} | | | | | | | | | | | | | | - [Reception mode - applicable to listening | | | | | | | test]{.mark} | | | | | | | | | | | | | | - [Reception quality - applicable to | | | | | | | listening test]{.mark} | | | | | | | | | | | | | | - [[Seating Plan] button - users shall be | | | | | | | directed to the Seating Plan page by | | | | | | | clicking this button.]{.mark} | | | | | | | | | | | | | | 3. For Hall CS: | | | | | | | | | | | | | | - Users shall send the sessional report to | | | | | | | an invigilator for confirmation. | | | | | | | | | | | | | | - A message shall be displayed if the | | | | | | | seating plan has not been uploaded when | | | | | | | submitting the Sessional Report. | | | | | | | | | | | | | | - Users shall submit the finalized sessional | | | | | | | report to VCC within the designated period | | | | | | | of time (i.e. defined as a parameter at | | | | | | | the Exam Support Backend (SEAD) Module) | | | | | | | after the exam end time of the last exam | | | | | | | session on the same exam day. | | | | | | | | | | | | | | 4. [For Classroom CS:]{.mark} | | | | | | | | | | | | | | - [A search bar shall enable the Classroom | | | | | | | CS to filter the classroom.]{.mark} | | | | | | | | | | | | | | - [A message shall be displayed if the | | | | | | | seating plan]{.mark} has [not been | | | | | | | uploaded in any classroom centre when | | | | | | | submitting the Sessional Reports.]{.mark} | | | | | | | | | | | | | | - [Users shall also be able to preview and | | | | | | | submit the Sessional Reports of all the | | | | | | | classrooms (individual selection, multiple | | | | | | | selection and select all records shall be | | | | | | | enabled) to VCC through the classroom list | | | | | | | additionally.]{.mark} | | | | | | | | | | | | | | - Users shall be able to re-edit and | | | | | | | re-submit the sessional report after its | | | | | | | first exam data confirmation when there | | | | | | | are any exam data | | | | | | | changes.[[[1]]{.underline} | | | | | | |](about:blank) [[[2]]{.underline}](about:blank)  | | | | | | | | | | | | | | - [Users shall submit all finalized | | | | | | | sessional reports to VCC within the | | | | | | | designated period of time (i.e. defined as | | | | | | | a parameter at the Exam Support Backend | | | | | | | (SEAD) Module) after the exam end time of | | | | | | | the last exam session among the classroom | | | | | | | centres on the same exam day.]{.mark} | | | | | | | | | | | | | | - [Users shall also be able to view the | | | | | | | Summary of Sessional Report for all | | | | | | | classroom centres. Searching and sorting | | | | | | | of records shall be p]{.mark}rovided. [The | | | | | | | following fields of sessional report shall | | | | | | | be displayed in the Summary and the users | | | | | | | shall be able to view the corresponding | | | | | | | report by clicking the 'View' | | | | | | | button:]{.mark} | | | | | | | | | | | | | | - [Centre Code]{.mark} | | | | | | | | | | | | | | - [Actual Starting Time]{.mark} | | | | | | | | | | | | | | - [Broadcast Finishing Time (i.e. | | | | | | | applicable to listening test)]{.mark} | | | | | | | | | | | | | | - [Actual Finishing Time]{.mark} | | | | | | | | | | | | | | - [Number of Packets of Question Paper | | | | | | | Received]{.mark} | | | | | | | | | | | | | | - [Number of Scripts Collected of | | | | | | | Present Candidates]{.mark} | | | | | | | | | | | | | | - [Number of IRR of Candidates]{.mark} | | | | | | | | | | | | | | - [Number of IRR of Invigilators]{.mark} | | | | | | | | | | | | | | - [Reception Mode (i.e. applicable to | | | | | | | listening test)]{.mark} | | | | | | | | | | | | | | - [Reception Quality (i.e. applicable to | | | | | | | listening test)]{.mark} | | | | | | | | | | | | | | >   | | +---+---+---+----+----------------------------------------------------+----+ | C | 7 | 1 | D | 1. [Users shall be able to view the discrepancy | > | | S | 5 | 3 | is | report grouped by the zones in the SEN exam | O | | | | . | cr | centre.]{.mark} | ut | | | | 2 | ep | | > | | | | . | an | 2. [Heading of each zone shall be shown with its | S | | | | 1 | cy | zone name, scheduled exam start and end time, | co | | | | 5 | Re | and exam duration. Each record shall be shown | pe | | | | | po | with the following fields:]{.mark} | | | | | | rt | | | | | | | | - [Candidate Type (i.e. Allocated or Special | | | | | | | Case Candidates)]{.mark} | | | | | | | | | | | | | | - [Candidate number or identification | | | | | | | document number]{.mark} | | | | | | | | | | | | | | - [Candidate name]{.mark} | | | | | | | | | | | | | | - [Seat Number]{.mark} | | | | | | | | | | | | | | - [Subject name]{.mark} | | | | | | | | | | | | | | - [Paper code]{.mark} | | | | | | | | | | | | | | - [Spare barcode number (if any)]{.mark} | | | | | | | | | | | | | | - [Remarks (i.e. types of | | | | | | | discrepancies)]{.mark} | | | | | | | | | | | | | | 3. [4 types of discrepancy shall be shown with | | | | | | | filtering function:]{.mark} | | | | | | | | | | | | | | - Missing attendance record(s) | | | | | | | | | | | | | | - Missing attendance with script collected | | | | | | | | | | | | | | - Missing script record(s) - for those | | | | | | | candidates with script discrepancy but | | | | | | | with reason provided should not be counted | | | | | | | | | | | | | | - Absent with script collected | | | | | | | | | | | | | | 4. Searching and sorting of records shall be | | | | | | | provided. | | | | | | | | | | | | | | 5. [For Hall CS, users shall be able to select | | | | | | | discrepancy reports on all candidates, | | | | | | | allocated candidates and special case | | | | | | | candidates in the assigned exam centre through | | | | | | | the tabs.]{.mark} | | | | | | | | | | | | | | 6. [A search bar shall enable the Classroom CS to | | | | | | | filter the classroom.]{.mark} | | | | | | | | | | | | | | 7. [Users shall be able to edit the exam data of | | | | | | | the candidates to clear the discrepancies by | | | | | | | clicking the 'Edit' button. Candidate number, | | | | | | | candidate name shall be displayed and | | | | | | | followings shall be edited:]{.mark} | | | | | | | | | | | | | | - [Attendance status (i.e. 'Yes' - present | | | | | | | or 'No' - absent)]{.mark} | | | | | | | | | | | | | | - [Usage of spare barcode (i.e. Yes or No) | | | | | | | and the spare barcode number if 'Yes' is | | | | | | | selected. Users shall be able to select | | | | | | | the subject code from a dropdown list and | | | | | | | input the last 5 digits. A message shall | | | | | | | be popped up if the combination of the | | | | | | | subject code and the last 5 digits are | | | | | | | incorrect (applicable to Hall exam | | | | | | | Centre).]{.mark} | | | | | | | | | | | | | | - [Number of scripts collected, for those | | | | | | | candidates involved in script discrepancy, | | | | | | | users shall be required to input reason by | | | | | | | selecting one of the following options | | | | | | | through the radio buttons and then input | | | | | | | the corresponding information:]{.mark} | | | | | | | | | | | | | | - [Option 1: Candidate has been approved | | | | | | | to use other answering | | | | | | | methods.]{.mark} | | | | | | | | | | | | | | - [Option 2: Others: (Please input the | | | | | | | special situation in remarks), a text | | | | | | | box shall be provided for the user to | | | | | | | input.]{.mark} | | +---+---+---+----+----------------------------------------------------+----+ | C | 7 | 1 | S | 1. [Users shall be able to view the summary | > | | S | 8 | 3 | um | report(s) with the total count of the | O | | | | . | ma | following information on allocated candidates | ut | | | | 2 | ry | and special case candidates in an SEN exam | > | | | | . | Re | centre(s):]{.mark} | S | | | | 1 | po | | co | | | | 6 | rt | - [Centre Code (i.e. applicable to Classroom | pe | | | | | | CS)]{.mark} | | | | | | | | | | | | | | - [Number of Allocated Candidates]{.mark} | | | | | | | | | | | | | | - [Present Count]{.mark} | | | | | | | | | | | | | | - [Number of answer scripts collected / | | | | | | | Number of answer scripts to be collected | | | | | | | from Allocated Candidates]{.mark} | | | | | | | | | | | | | | - [Number of Special Case]{.mark} | | | | | | | | | | | | | | - [Number of answer scripts collected / | | | | | | | Number of answer scripts to be collected | | | | | | | from Special Cases]{.mark} | | | | | | | | | | | | | | 2. [By expanding the total count record of each | | | | | | | SEN exam centre, users shall also be able to | | | | | | | view the summary report(s) on allocated | | | | | | | candidates and special case candidates that | | | | | | | are grouped by the zones of the exam centre. | | | | | | | The information shall includes the | | | | | | | followings:]{.mark} | | | | | | | | | | | | | | - [Zone Name]{.mark} | | | | | | | | | | | | | | - [Number of Allocated Candidates]{.mark} | | | | | | | | | | | | | | - [Present Count]{.mark} | | | | | | | | | | | | | | - [Number of answer scripts collected / | | | | | | | Number of answer scripts to be collected | | | | | | | from Allocated Candidates]{.mark} | | | | | | | | | | | | | | - [Number of Special Case]{.mark} | | | | | | | | | | | | | | - [Number of answer scripts collected / | | | | | | | Number of answer scripts to be collected | | | | | | | from Special Cases]{.mark} | | | | | | | | | | | | | | 3. [Searching and sorting of records shall be | | | | | | | provided.]{.mark} | | +---+---+---+----+----------------------------------------------------+----+ | C | 8 | 1 | Ir | 1. [Users shall be able to handle and view the | > | | S | 0 | 3 | re | irregularities (e.g. screenshot events) of all | O | | | | . | gu | the zones in the SEN exam centre.]{.mark} | ut | | | | 2 | la | | > | | | | . | ri | 2. [SR Forms Module shall be applied here (see | S | | | | 1 | ti | details in SR Form Module).]{.mark} | co | | | | 7 | es | | pe | | | | | ( | | | | | | | al | | | | | | | so | | | | | | | r | | | | | | | ef | | | | | | | er | | | | | | | to | | | | | | | t | | | | | | | he | | | | | | | fu | | | | | | | nc | | | | | | | ti | | | | | | | on | | | | | | | al | | | | | | | sp | | | | | | | ec | | | | | | | if | | | | | | | ic | | | | | | | at | | | | | | | io | | | | | | | ns | | | | | | | of | | | | | | | SR | | | | | | | f | | | | | | | or | | | | | | | m) | | | +---+---+---+----+----------------------------------------------------+----+ | C | 8 | 1 | C | 1. [System shall display the confirmation status | > | | S | 2 | 3 | on | of an exam session as 'Pending Confirmation' | O | | | | . | fi | before users confirm the accuracy of the | ut | | | | 2 | rm | attendance and collected script data of the | > | | | | . | At | exam session.]{.mark} | S | | | | 1 | te | | co | | | | 8 | nd | 2. [Users shall be able to confirm the accuracy | pe | | | | | an | of the attendance and collected script data of | | | | | | ce | the exam session by clicking the 'Pending | | | | | | a | Confirmation' button.]{.mark} | | | | | | nd | | | | | | | C | 3. [System shall display the reason of the | | | | | | ol | discrepancy records if the user has input when | | | | | | le | submitting the Sessional Report which is | | | | | | ct | pending for clearance, e]{.mark}ither the | | | | | | ed | 'Candidate has been approved to use other | | | | | | Sc | answering methods. Please input the actual | | | | | | ri | number of answer scripts collected.' or the | | | | | | pt | 'Others' with user input the special | | | | | | R | situation. | | | | | | ec | | | | | | | or | 4. [System shall update the confirmation status | | | | | | ds | as 'Confirmed' with a timestamp after the | | | | | | | users confirm the accuracy of the attendance | | | | | | | and collected script data of the exam | | | | | | | session.]{.mark} | | | | | | | | | | | | | | 5. [Users shall be able to re-confirm the exam | | | | | | | data accuracy. As such, a new 'confirmed' | | | | | | | timestamp will be reflected in the CS and VCC | | | | | | | Exam Centre pages.]{.mark} | | | | | | | | | | | | | | 6. [An alert shall be prompted if the users | | | | | | | attempt to log out before confirming the exam | | | | | | | data accuracy of the attendance and collected | | | | | | | script data.]{.mark} | | | | | | | | | | | | | | 7. [Users shall be able to receive a notification | | | | | | | after HKEAA confirmed the accuracy of the | | | | | | | attendance and collected script records of | | | | | | | their responsible exam sessions.]{.mark} | | | | | | | | | | | | | | >   | | | | | | | > | | | | | | | > [[For Classroom CS:]{.underline}]{.mark} | | | | | | | | | | | | | | - [After all the Classroom invigilators | | | | | | | submitted the Sessional Reports to the | | | | | | | Classroom CS, the Classroom CS shall be able | | | | | | | to submit the Sessional Reports to VCC,, then | | | | | | | the exam data shall be confirmed to VCC by the | | | | | | | Classroom CS through the Classroom | | | | | | | List.]{.mark} | | | | | | | | | | | | | | - [Users shall be able to easily identify | | | | | | | classroom centres with problems through the | | | | | | | indicator displayed in the list after the | | | | | | | Classroom invigilator has submitted the | | | | | | | sessional report:]{.mark} | | | | | | | | | | | | | | - [Red indicator shall be shown at the row | | | | | | | header to indicate that there is | | | | | | | discrepancy.]{.mark} | | | | | | | | | | | | | | - [Green indicator shall be shown at the row | | | | | | | header to indicate that there is no | | | | | | | discrepancy.]{.mark} | | | | | | | | | | | | | | - [Users shall be able to view the remarks of | | | | | | | sessional reports submitted by the CRIs | | | | | | | through the 'Remark' button.]{.mark} | | | | | | | | | | | | | | - [After the Classroom invigilator submitted the | | | | | | | Sessional Report and the Classroom CS | | | | | | | submitted the Sessional Report to VCC but not | | | | | | | yet confirm the exam data, if the Classroom | | | | | | | invigilator changes exam data and submit the | | | | | | | Sessional Report again, Classroom CS shall | | | | | | | receive alert to submit the Sessional Report | | | | | | | to VCC again.]{.mark} | | | | | | | | | | | | | | - [Before the 1st time confirmation of the exam | | | | | | | data by the Classroom CS, Classroom | | | | | | | invigilator shall be able to re-edit and | | | | | | | re-submit the Sessional Report. Classroom CS | | | | | | | shall receive an alert if the Classroom | | | | | | | Invigilator changes the exam data.]{.mark} | | | | | | | | | | | | | | - [Users shall be able to single/multiple select | | | | | | | and select all records to submit the Sessional | | | | | | | Reports through the checkbox(es) and then | | | | | | | click the 'Submit Sessional Report' | | | | | | | button.]{.mark} | | | | | | | | | | | | | | - [Confirm Exam Data] button shall be enabled | | | | | | | for the users to confirm exam data to VCC at | | | | | | | once after the submission of all Sessional | | | | | | | Reports to VCC. | | | | | | | | | | | | | | - Classroom invigilators shall not be able to | | | | | | | edit the exam data after Classroom CS has | | | | | | | confirmed the exam data. | | | | | | | | | | | | | | - The 'Edit' button shall be enabled for | | | | | | | Classroom CS to edit the Sessional Report | | | | | | | after Classroom CS's first time exam data | | | | | | | confirmation or a Classroom Invigilator has | | | | | | | checked out before the exam end before the | | | | | | | exam data confirmation | | | | | | | | | | | | | | - Users shall submit all finalized sessional | | | | | | | reports and confirm all exam data to VCC | | | | | | | within the designated period of time (i.e. | | | | | | | defined as a parameter at the Exam Support | | | | | | | Backend (SEAD) Module) after the exam end time | | | | | | | of the last exam session among the classroom | | | | | | | centres on the same exam day. | | | | | | | | | | | | | | >   | | +---+---+---+----+----------------------------------------------------+----+ | C | 8 | 1 | M[ | 1. [sers shall be able to retrieve, be notified | > | | S | 4 | 3 | es | and read messages or information from | O | | | | . | sa | HKEAA.]{.mark} | ut | | | | 2 | ge | | > | | | | . | B | 2. [Users shall be able to disseminate | S | | | | 1 | oa | message/information from HKEAA to one or | co | | | | 9 | rd | selected invigilators who have checked-in | pe | | | | | ]{ | their responsible exam sessions.]{.mark} | | | | | | .m | | | | | | | ar | 3. [Users shall be able to exchange messages with | | | | | | k} | VCC staff instantly. Due to individual | | | | | | | schools' privacy, messaging between CSs of | | | | | | | different exam centres are restricted.]{.mark} | | | | | | | | | | | | | | 4. [Users shall be able to send messages and | | | | | | | images / audios / videos to the VCC | | | | | | | users.]{.mark} | | | | | | | | | | | | | | 5. [Users shall be able to create invigilator | | | | | | | groups and communicate with particular groups | | | | | | | of invigilators.]{.mark} | | | | | | | | | | | | | | 6. [System Administration shall be able to | | | | | | | extract all the message logs.]{.mark} | | | | | | | | | | | | | | 7. [Users shall be able to disseminate the | | | | | | | information to individual/all invigilators | | | | | | | directly.]{.mark} | | +---+---+---+----+----------------------------------------------------+----+ | C | 8 | 1 | CS | 1. [There is an instruction in the box of the | > | | S | 5 | 3 | I | exam information to guide the users to submit | O | | | | . | ns | the Sessional Report and confirm the exam data | ut | | | | 2 | tr | after the exam ended.]{.mark} | > | | | | . | uc | | S | | | | 2 | ti | 2. [For Hall CS:]{.mark} | co | | | | 0 | on | | pe | | | | | to | - [Before the exam ends, steps of the | | | | | | Su | Sessional Report submission and the exam | | | | | | bm | data confirmation shall be | | | | | | it | displayed.]{.mark} | | | | | | S | | | | | | | es | - [After the exam ends, the step number of | | | | | | si | the Sessional Report submission shall | | | | | | on | become bigger to remind the user to submit | | | | | | al | the sessional report.]{.mark} | | | | | | Re | | | | | | | po | - [After the users submitted the sessional | | | | | | rt | report, the step number of the Sessional | | | | | | a | Report submission shall become a green | | | | | | nd | tick, and the step number of the exam data | | | | | | C | confirmation shall become bigger.]{.mark} | | | | | | on | | | | | | | fi | - [After users confirm the exam data | | | | | | rm | confirmation, the step number of the exam | | | | | | Ex | data confirmation shall become a green | | | | | | am | tick.]{.mark} | | | | | | Da | | | | | | | ta | - [If users edit the exam data after | | | | | | | confirming the exam data, it shall be back | | | | | | | to point 2.2.]{.mark} | | | | | | | | | | | | | | - [These steps shall be iterated until both | | | | | | | the step numbers become green ticks that | | | | | | | implies that the processes have been | | | | | | | finished.]{.mark} | | | | | | | | | | | | | | 3. [For Classroom CS:]{.mark} | | | | | | | | | | | | | | - [Users need to submit the Sessional | | | | | | | Reports of all the classroom centres | | | | | | | before confirming the exam data.]{.mark} | | | | | | | | | | | | | | - [Before the exam ends, steps of the | | | | | | | Receiving all classrooms' Sessional | | | | | | | Reports, Sessional Report submission to | | | | | | | VCC and the exam data confirmation shall | | | | | | | be displayed.]{.mark} | | | | | | | | | | | | | | - [After the exam ended, the step number of | | | | | | | Receiving all classrooms' Sessional | | | | | | | Reports shall become bigger.]{.mark} | | | | | | | | | | | | | | - [Until all the classrooms' Sessional | | | | | | | Reports have been received, the step | | | | | | | number of Receiving all classrooms' | | | | | | | Sessional Reports shall be displayed as a | | | | | | | green tick.]{.mark} | | | | | | | | | | | | | | - [Once all the classrooms' Sessional | | | | | | | Reports have been received, the step | | | | | | | number of Submit Sessional Reports to VCC | | | | | | | shall become bigger.]{.mark} | | | | | | | | | | | | | | - [After all the classrooms' Sessional | | | | | | | Reports have been submitted to VCC, the | | | | | | | step number of Submit Sessional Reports to | | | | | | | VCC shall be displayed as a green tick and | | | | | | | the step number of exam data confirmation | | | | | | | shall become bigger.]{.mark} | | | | | | | | | | | | | | - [After users confirm the exam data, the | | | | | | | step number of the exam data confirmation | | | | | | | shall become a green tick.]{.mark} | | | | | | | | | | | | | | - [If users edit the exam data after | | | | | | | confirmation, it should go back to point | | | | | | | 3.5 to remind the users to submit the | | | | | | | Sessional Report to VCC again.]{.mark} | | | | | | | | | | | | | | >   | | | | | | | > | | | | | | | >   | | +---+---+---+----+----------------------------------------------------+----+ | V | 9 | 1 | G | 1. Data shown on the pages of Dashboard and Exam | > | | C | 0 | 3 | en | Centre is refreshed automatically every 5 | O | | C | | . | er | seconds throughout the exam session. | ut | | | | 3 | al | | > | | | | | R | 2. Records of Centres without any update on the | S | | | | | eq | attendance figures after a designated period | co | | | | | ui | of time (i.e. specified as parameter at Exam | pe | | | | | re | Support Backend (SEAD), e.g. 15 mins) from the | | | | | | me | scheduled exam start time shall be floated on | | | | | | nt | top and highlighted in 'red' colour in the | | | | | | | tables (under Exam Centres and Dashboard | | | | | | | pages) automatically. | | | | | | | | | | | | | | 3. Roles of Manager, Officer and Operator are | | | | | | | able to view both the hall centres and | | | | | | | classroom centres of an exam school. | | | | | | | | | | | | | | 4. Users shall be able to filter the exam data by | | | | | | | selecting the criteria listed below: | | | | | | | | | | | | | | - Operator - applicable to officer / manager | | | | | | | role users | | | | | | | | | | | | | | - Exam date - default to system date | | | | | | | | | | | | | | - Centre type | | | | | | | | | | | | | | - Subject code-paper group - e.g. A020E-1, | | | | | | | only provide the subject papers of the | | | | | | | selected exam date for user filtering | | | | | | | | | | | | | | - Subject name | | | | | | | | | | | | | | - Centre code | | | | | | | | | | | | | | - School code | | | | | | | | | | | | | | - School name | | | | | | | | | | | | | | - Scheduled exam end time (in the format of | | | | | | | hh:mn, there are few exam end time in the | | | | | | | same exam session because of the | | | | | | | supervised | | | | | | | | | | | | | | - CS logged in - Yes/No | | | | | | | | | | | | | | - Attendance/Scripts Discrepancy - Yes/No | | | | | | | | | | | | | | - Yes - missing attendance + Missing | | | | | | | script + absent with script > 0 | | | | | | | | | | | | | | - No - missing attendance + Missing | | | | | | | script + absent with script = 0 | | | | | | | | | | | | | | - Sessional report submitted - Yes/No | | | | | | | | | | | | | | - Notified CS - Yes/No | | | | | | | | | | | | | | - If the CS edited exam data after | | | | | | | helpdesk/operator notification, it | | | | | | | should be considered as No. | | | | | | | | | | | | | | 5. For Subject name, Centre code, School code and | | | | | | | School name, the system shall filter and | | | | | | | display relevant data in the dropdown list for | | | | | | | selection according to the character(s) | | | | | | | entered by the users. | | +---+---+---+----+----------------------------------------------------+----+ | V | 9 | 1 | L | 1. Only allow VCC Manager, Officer, or Operator | > | | C | 2 | 3 | og | role with SEN permission to view the SEN | O | | C | | . | in | centre data, and they are restricted to access | ut | | | | 3 | | SEN exam centres only. | > | | | | . | | | S | | | | 1 | | | co | | | | | | | pe | +---+---+---+----+----------------------------------------------------+----+ | V | 9 | 1 | D | 1. An initial page of the Dashboard shall be | > | | C | 3 | 3 | as | displayed after the users login to the VCC | O | | C | | . | hb | until the selection is made by filtering the | ut | | | | 3 | oa | event at the left side menu. | > | | | | . | rd | | S | | | | 2 | | 2. The Dashboard page of a helpdesk/an operator | co | | | | | | shall display the overviews of his/her | pe | | | | | | assigned exam centes: | | | | | | | | | | | | | | - A pie chart of an overview on the CSs | | | | | | | Login status('CS Login Status'): | | | | | | | | | | | | | | - Yes - in blue color: once the CSs | | | | | | | logged in the exam session in an exam | | | | | | | day | | | | | | | | | | | | | | - No - in pink color: CSs have not | | | | | | | logged in yet in an exam session in an | | | | | | | exam day | | | | | | | | | | | | | | - A pie chart of an overview on the | | | | | | | confirmation status('Overall Submission | | | | | | | Situation'): | | | | | | | | | | | | | | - Pending to confirm - in gray color: | | | | | | | the accuracy of the attendance and | | | | | | | collected script data is pending to be | | | | | | | confirmed by CS | | | | | | | | | | | | | | - Confirmed without discrepancy - in | | | | | | | green color: | | | | | | | | | | | | | | - the accuracy of the attendance and | | | | | | | collected script data was | | | | | | | confirmed by CS without any | | | | | | | discrepancy | | | | | | | | | | | | | | - Missing attendance + missing | | | | | | | script + absent with scripts + | | | | | | | pending special case (i.e. | | | | | | | incomplete SR Forms) = 0 | | | | | | | | | | | | | | - Confirmed with pending special case - | | | | | | | in yellow color: | | | | | | | | | | | | | | - The accuracy of the attendance and | | | | | | | collected script data was | | | | | | | confirmed by CS without any | | | | | | | discrepancy but with the | | | | | | | incomplete SR Forms | | | | | | | | | | | | | | - Missing attendance + missing | | | | | | | script + absent with scripts = 0 | | | | | | | but pending special case (i.e. | | | | | | | incomplete SR Forms) > 0 | | | | | | | | | | | | | | - Confirmed but with attendance and/or | | | | | | | script discrepancy - in red color: | | | | | | | | | | | | | | - CS confirmed the accuracy of | | | | | | | number of candidates present and | | | | | | | the number of scripts collected | | | | | | | but with discrepancy | | | | | | | | | | | | | | - Missing attendance + missing | | | | | | | script + absent with scripts > 0 | | | | | | | | | | | | | | - A pie chart showing overall the CSs have | | | | | | | been notified by the operator/helpdesk | | | | | | | ('Notified CS') | | | | | | | | | | | | | | - Yes - in cyan color: the notification | | | | | | | has been sent to CSs | | | | | | | | | | | | | | - No - in brown color: the CSs have not | | | | | | | been notified yet | | | | | | | | | | | | | | - Mouseover the pie shall display the | | | | | | | corresponding count number. | | | | | | | | | | | | | | 3. The Dashboard page of the officer/manager role | | | | | | | users shall display the overviews of the exam | | | | | | | centres of all the helpdesks/operators are | | | | | | | responsible for: | | | | | | | | | | | | | | - A bar chart showing the CSs Login | | | | | | | status('CS Login Status by Helpdesk'): | | | | | | | | | | | | | | - Yes - in blue color: once the CSs | | | | | | | logged in the exam session in an exam | | | | | | | day | | | | | | | | | | | | | | - No - in pink color: CSs have not | | | | | | | logged in yet in an exam session in an | | | | | | | exam day | | | | | | | | | | | | | | - A bar chart showing overall discrepancy | | | | | | | situation by helpdesk/operator ('Overall | | | | | | | Submission Status by Helpdesk') | | | | | | | | | | | | | | - Pending to confirm - in gray color: | | | | | | | the accuracy of the attendance and | | | | | | | collected script data is pending to be | | | | | | | confirmed by CS | | | | | | | | | | | | | | - Confirmed without discrepancy - in | | | | | | | green color: | | | | | | | | | | | | | | - the accuracy of the attendance and | | | | | | | collected script data was | | | | | | | confirmed by CS without any | | | | | | | discrepancy | | | | | | | | | | | | | | - Missing attendance + missing | | | | | | | script + absent with scripts + | | | | | | | pending special case (i.e. | | | | | | | incomplete SR Forms) = 0 | | | | | | | | | | | | | | - Confirmed with pending special case - | | | | | | | in yellow color: | | | | | | | | | | | | | | - The accuracy of the attendance and | | | | | | | collected script data was | | | | | | | confirmed by CS without any | | | | | | | discrepancy but with the | | | | | | | incomplete SR Forms | | | | | | | | | | | | | | - Missing attendance + missing | | | | | | | script + absent with scripts = 0 | | | | | | | but pending special case (i.e. | | | | | | | incomplete SR Forms) > 0 | | | | | | | | | | | | | | - Confirmed but with attendance and/or | | | | | | | script discrepancy - in red color: | | | | | | | | | | | | | | - CS confirmed the accuracy of | | | | | | | number of candidates present and | | | | | | | the number of scripts collected | | | | | | | but with discrepancy | | | | | | | | | | | | | | - Missing attendance + missing | | | | | | | script + absent with scripts > 0 | | | | | | | | | | | | | | - A bar chart showing the status that the | | | | | | | CSs have been notified by the helpdesk | | | | | | | ('Notified CS by Helpdesk') | | | | | | | | | | | | | | - Yes - in cyan color: the notification | | | | | | | has been sent to CSs | | | | | | | | | | | | | | - No - in brown color: the CSs have not | | | | | | | been notified yet | | | | | | | | | | | | | | - Mouseover the bar shall display the | | | | | | | corresponding count number. | | | | | | | | | | | | | | 4. For the result tables, users shall be able to | | | | | | | select columns displayed by toggling the | | | | | | | 'Preferences' button. | | | | | | | | | | | | | | 5. In order to facilitate the operations of the | | | | | | | users, the functions of notifying CSs shall be | | | | | | | provided in the Dashboard page. | | | | | | | | | | | | | | 6. Following fields shall be displayed in the | | | | | | | result table as the exam data summary | | | | | | | according to the selection criteria of the | | | | | | | filtering events: | | | | | | | | | | | | | | - Operator - the login name of the | | | | | | | helpdesk/operator, applicable to the | | | | | | | officer/manager role users | | | | | | | | | | | | | | - Centre supervisor Logged in at - Centre | | | | | | | supervisor name with EP no. and the post, | | | | | | | and the time (hh:mm) of his/her logged in | | | | | | | CS Module. E.g. CHAN TIN NAM(10088-076 CS) | | | | | | | 07:24; mouseover the centre supervisor | | | | | | | name shall popup the school telephone no. | | | | | | | of the centre supervisor. | | | | | | | | | | | | | | - Subject code | | | | | | | | | | | | | | - Subject name | | | | | | | | | | | | | | - Paper group | | | | | | | | | | | | | | - Centre code | | | | | | | | | | | | | | - Centre type | | | | | | | | | | | | | | - School code; mouseover the school code | | | | | | | shall popup the school name and the | | | | | | | address | | | | | | | | | | | | | | - Missing attendance - no. of candidates | | | | | | | that the attendance record have not been | | | | | | | taken yet | | | | | | | | | | | | | | - Missing script - the total no. of missing | | | | | | | scripts that should be collected from the | | | | | | | allocated candidates and the special case | | | | | | | present at the exam centre(except those | | | | | | | moved to and at the special room). | | | | | | | | | | | | | | - Absent with script - rename of absent but | | | | | | | with script collected | | | | | | | | | | | | | | - Remark from CS - remarks inputted by CS | | | | | | | when confirming the exam data accuracy. | | | | | | | [View] button shall be displayed if | | | | | | | there is a remark and show 'Nil' if CS has | | | | | | | not input any remarks. | | | | | | | | | | | | | | - Pending SR Form case - no. of incompleted | | | | | | | SR cases over no. of total SR cases | | | | | | | | | | | | | | - Notification to CS - for confirming exam | | | | | | | data accuracy, users shall be able to | | | | | | | single/multiple select the records or | | | | | | | select the checkbox of 'Select all to | | | | | | | notify CS' and click the [Notify | | | | | | | Selected] button or [Notify All] | | | | | | | button, the notification(s) shall be sent | | | | | | | to the related CSs. | | | | | | | | | | | | | | - Action - popup menu for directing to the | | | | | | | individual exam situation page, message | | | | | | | board and downloading message board | | | | | | | history. | | | | | | | | | | | | | | 7. There are 4 types of indicators located at the | | | | | | | row header to facilitate the users to know the | | | | | | | exam data confirmation status of the exam | | | | | | | centre after the 1st confirmation of the exam | | | | | | | data by the CS. | | | | | | | | | | | | | | - Gray color bar - indicates the exam data | | | | | | | confirmation status of the exam centre is | | | | | | | pending to confirm by CS | | | | | | | | | | | | | | - Green color bar - Confirmed without | | | | | | | discrepancy: | | | | | | | | | | | | | | - the accuracy of the attendance and | | | | | | | collected script data was confirmed by CS | | | | | | | without any discrepancy | | | | | | | | | | | | | | - Missing attendance + missing script + | | | | | | | absent with scripts + pending special case | | | | | | | (i.e. incomplete SR Forms) = 0 | | | | | | | | | | | | | | - Yellow color bar - Confirmed with pending | | | | | | | special case: | | | | | | | | | | | | | | - The accuracy of the attendance and | | | | | | | collected script data was confirmed by CS | | | | | | | without any discrepancy but with the | | | | | | | incomplete SR Forms | | | | | | | | | | | | | | - Missing attendance + missing script + | | | | | | | absent with scripts = 0 but pending | | | | | | | special case (i.e. incomplete SR Forms) > | | | | | | | 0 | | | | | | | | | | | | | | - Red color bar - Confirmed but with attendance | | | | | | | and/or script discrepancy: | | | | | | | | | | | | | | - CS confirmed the accuracy of number of | | | | | | | candidates present and the number of | | | | | | | scripts collected but with discrepancy | | | | | | | | | | | | | | - Missing attendance + missing script + | | | | | | | absent with scripts > 0 | | | | | | | | | | | | | | 8. The 'View Exam Detail' in the 'Actions' column | | | | | | | shall direct the VCC manager / officer to the | | | | | | | pages where he/she can: | | | | | | | | | | | | | | - Manager shall view and edit the attendance | | | | | | | and script records of the candidates and | | | | | | | the officer shall view the data only. | | | | | | | | | | | | | | - View the candidate's exam information | | | | | | | during the exam, e.g. self check-in time, | | | | | | | invigilator's attendance taking time, no. | | | | | | | of scripts collected, spare barcode, | | | | | | | confirmation status of the special room | | | | | | | exam records, toilet request, and SR1 case | | | | | | | records. | | | | | | | | | | | | | | - Manager shall view and edit the special | | | | | | | case details and the officer shall view | | | | | | | the data only. | | | | | | | | | | | | | | - View the CS/deputy CS/invigilator's | | | | | | | check-in/out time and assignment. | | | | | | | | | | | | | | - View the Sessional Report of the exam | | | | | | | session after the exam data of the exam | | | | | | | centre has been confirmed. | | | | | | | | | | | | | | 9. For classroom centres, there is an additional | | | | | | | item 'Classroom Summary' in the 'Actions' | | | | | | | column, users shall be able to view the | | | | | | | related figures of each classroom centre and | | | | | | | the total number of corresponding candidates | | | | | | | (including both the assigned candidates and | | | | | | | special cases) who sit the exam in the | | | | | | | classroom centres of an exam school shall be | | | | | | | shown. | | | | | | | | | | | | | | >   | | | | | | | > | | | | | | | >   | | | | | | | > | | | | | | | >   | | +---+---+---+----+----------------------------------------------------+----+ | V | 9 | 1 | D | 1. Users shall be able to view a table with the | > | | C | 9 | 3 | is | real-time exam information of all / designated | O | | C | | . | pl | exam centres via a 'Exam Centres' page. | ut | | | | 3 | ay | | > | | | | . | E | 2. Users shall be able to sort the tables by the | S | | | | 3 | xa | field labels and select the field labels | co | | | | | mi | through the 'Preference' button. | pe | | | | | na | | | | | | | ti | 3. There are 4 types of indicators located at the | | | | | | on | row header to facilitate the users to know the | | | | | | S | exam data confirmation status of the exam | | | | | | es | centre after the 1st confirmation of the exam | | | | | | si | data by the CS. | | | | | | on | | | | | | | I | - Gray color bar - indicates the exam data | | | | | | nf | confirmation status of the exam centre is | | | | | | or | pending to confirm by CS | | | | | | ma | | | | | | | ti | - Green color bar - Confirmed without | | | | | | on | discrepancy: | | | | | | ( | | | | | | | Ex | - the accuracy of the attendance and | | | | | | am | collected script data was confirmed by CS | | | | | | Ce | without any discrepancy | | | | | | nt | | | | | | | re | - Missing attendance + missing script + | | | | | | s) | absent with scripts + pending special case | | | | | | | (i.e. incomplete SR Forms) = 0 | | | | | | | | | | | | | | - Yellow color bar - Confirmed with pending | | | | | | | special case: | | | | | | | | | | | | | | - The accuracy of the attendance and | | | | | | | collected script data was confirmed by CS | | | | | | | without any discrepancy but with the | | | | | | | incomplete SR Forms | | | | | | | | | | | | | | - Missing attendance + missing script + | | | | | | | absent with scripts = 0 but pending | | | | | | | special case (i.e. incomplete SR Forms) > | | | | | | | 0 | | | | | | | | | | | | | | - Red color bar - Confirmed but with attendance | | | | | | | and/or script discrepancy: | | | | | | | | | | | | | | - CS confirmed the accuracy of number of | | | | | | | candidates present and the number of | | | | | | | scripts collected but with discrepancy | | | | | | | | | | | | | | - Missing attendance + missing script + | | | | | | | absent with scripts > 0 | | | | | | | | | | | | | | 4. The 'View Exam Detail' and 'Classroom Summary' | | | | | | | (it shall be displayed at the row of the | | | | | | | classroom centre) in the 'Action' column | | | | | | | provides the same functions stated in the | | | | | | | Dashboard. | | | | | | | | | | | | | | 5. The columns displayed in the result tables | | | | | | | mainly separated into 2 parts: | | | | | | | | | | | | | | - Exam data of the exam centre | | | | | | | | | | | | | | - Exam data confirmation | | | | | | | | | | | | | | 6. Users shall be able to select the Simple mode | | | | | | | or Full mode to display the columns in the | | | | | | | 'Exam Centres' page by clicking the [Simple | | | | | | | Mode] or [Full Mode] button. | | | | | | | | | | | | | | 7. Following fields are listed in different mode: | | | | | | | | | | | | | | > Part 1 - exam data of the exam centre: | | | | | | | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Di | Fields | Description | | | | | | | | | splay | | | | | | | | | | | in | | | | | | | | | | | S | | | | | | | | | | | imple | | | | | | | | | | | /Full | | | | | | | | | | | Mode | | | | | | | | | | +=======+========+============================+ | | | | | | | | Both | Op | - the login name of the | | | | | | | | | | erator | helpdesk/operator | | | | | | | | | | | | | | | | | | | | | | - applicable to the | | | | | | | | | | | officer/manager role | | | | | | | | | | | users | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Both | Centre | - Centre supervisor name | | | | | | | | | | Supe | with EP no. and the | | | | | | | | | | rvisor | post, and the time of | | | | | | | | | | Logged | his/her logged in CS | | | | | | | | | | In At | Module. E.g. CHAN TIN | | | | | | | | | | | NAM(10088-076 CS) | | | | | | | | | | | 07:24 | | | | | | | | | | | | | | | | | | | | | | - mouseover the centre | | | | | | | | | | | supervisor name shall | | | | | | | | | | | popup the school | | | | | | | | | | | telephone no. of the | | | | | | | | | | | centre supervisor | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Both | S | Unique code of the subject | | | | | | | | | | ubject | as recorded in the HKDSE | | | | | | | | | | Code | system | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Both | Paper | Paper code of the subject | | | | | | | | | | Group | | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Both | Centre | Unique code of the exam | | | | | | | | | | Code | centre as recorded in the | | | | | | | | | | | HKDSE system | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Both | Centre | Type of the exam centre as | | | | | | | | | | Type | recorded in the HKDSE | | | | | | | | | | | system, e.g. HALL, HALL2, | | | | | | | | | | | SEN CLASSROOM, etc. | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Both | As | - Assigned candidate | | | | | | | | | | signed | | | | | | | | | | | Cand | - the number of | | | | | | | | | | | candidates assigned to | | | | | | | | | | | the exam session | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Both | P | the number of assigned | | | | | | | | | | resent | candidates who are present | | | | | | | | | | Count | at the exam session | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Both | Absent | the number of assigned | | | | | | | | | | Count | candidates who are absent | | | | | | | | | | | from the exam session | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Both | M | - the number of assigned | | | | | | | | | | issing | candidates whose | | | | | | | | | | Atte | attendance status have | | | | | | | | | | ndance | not been updated as | | | | | | | | | | | present or absent yet | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Both | Wrong | the number of special case | | | | | | | | | | Centre | candidates present at the | | | | | | | | | | | exam session | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Both | Absent | - the total number of | | | | | | | | | | with | scripts collected that | | | | | | | | | | Script | the assigned | | | | | | | | | | | candidates who are | | | | | | | | | | | absent from the exam | | | | | | | | | | | session | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Full | Ex | the total number of | | | | | | | | | | pected | scripts to be collected | | | | | | | | | | Script | from assigned candidates | | | | | | | | | | Count | and the wrong centre | | | | | | | | | | | candidates present at the | | | | | | | | | | | exam session | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Full | Script | the total number of | | | | | | | | | | Col | scripts collected from | | | | | | | | | | lected | assigned candidates and | | | | | | | | | | | the wrong centre | | | | | | | | | | | candidates present at the | | | | | | | | | | | exam session | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Both | M | - the total number of | | | | | | | | | | issing | missing scripts that | | | | | | | | | | Script | should be collected | | | | | | | | | | | from the assigned | | | | | | | | | | | candidates and the | | | | | | | | | | | wrong centre candidate | | | | | | | | | | | present at the exam | | | | | | | | | | | session | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Full | Total | - the total number of | | | | | | | | | mode | SR | irregularity | | | | | | | | | | Form | cases(with SR Form | | | | | | | | | | | created) of the | | | | | | | | | | | assigned candidates | | | | | | | | | | | and the wrong centre | | | | | | | | | | | candidate present at | | | | | | | | | | | the exam session | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Both | P | - the total number of | | | | | | | | | | ending | incomplete | | | | | | | | | | SR | irregularity cases, | | | | | | | | | | Form | i.e. the SR Form | | | | | | | | | | | status not completed | | | | | | | | | | | yet | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | Both | Fol | - Y/N | | | | | | | | | | low-up | | | | | | | | | | | | - Y when there is | | | | | | | | | | | pending SR Form, | | | | | | | | | | | otherwise, N shall be | | | | | | | | | | | displayed | | | | | | | | +-------+--------+----------------------------+ | | | | | | | | | | | | | | >   | | | | | | | | | | | | | | - Part 2 - Exam data confirmation | | | | | | | | | | | | | | +------+-----+--------------------------------+ | | | | | | | | Dis | Fie | Description | | | | | | | | | play | lds | | | | | | | | | | in | | | | | | | | | | | Sim | | | | | | | | | | | ple/ | | | | | | | | | | | Full | | | | | | | | | | | Mode | | | | | | | | | | +======+=====+================================+ | | | | | | | | Both | Rem | - remarks inputted by CS | | | | | | | | | | ark | when confirming the exam | | | | | | | | | | f | data accuracy | | | | | | | | | | rom | | | | | | | | | | | CS | - [View] button shall be | | | | | | | | | | | displayed if there is a | | | | | | | | | | | remark and show 'Nil' if | | | | | | | | | | | remarks are not inputted | | | | | | | | +------+-----+--------------------------------+ | | | | | | | | Both | Not | - for confirming exam data | | | | | | | | | | ifi | accuracy, users shall be | | | | | | | | | | cat | able to single/multiple | | | | | | | | | | ion | select the records or | | | | | | | | | | to | select the checkbox of | | | | | | | | | | CS | 'Select all to notify CS' | | | | | | | | | | | and click the [Notify | | | | | | | | | | | Selected] button or | | | | | | | | | | | [Notify All] button, the | | | | | | | | | | | notification(s) shall be | | | | | | | | | | | sent to the related CSs | | | | | | | | +------+-----+--------------------------------+ | | | | | | | | Both | C | - for officer/manager role | | | | | | | | | | onf | users to notify and | | | | | | | | | | irm | confirm the exam data | | | | | | | | | | to | accuracy for ESU, users | | | | | | | | | | ESU | shall be able to | | | | | | | | | | | single/multiple select the | | | | | | | | | | | records or select the | | | | | | | | | | | checkbox of 'Select All | | | | | | | | | | | Confirm' and click the | | | | | | | | | | | [Confirm Selected] | | | | | | | | | | | button or [Confirm All] | | | | | | | | | | | button | | | | | | | | +------+-----+--------------------------------+ | | | | | | | | Both | Con | the account of the | | | | | | | | | | fir | officer/manager role user who | | | | | | | | | | med | confirms the exam data | | | | | | | | | | by | accuracy for ESU | | | | | | | | +------+-----+--------------------------------+ | | | | | | | | Both | Con | the time when the | | | | | | | | | | fir | officer/manager role user who | | | | | | | | | | med | confirms the exam data | | | | | | | | | | T | accuracy for ESU | | | | | | | | | | ime | | | | | | | | | +------+-----+--------------------------------+ | | | | | | | | Both | Act | A popup menu for directing to | | | | | | | | | | ion | the individual exam situation | | | | | | | | | | | page, classroom summary | | | | | | | | | | | (applicable to the row of | | | | | | | | | | | classroom centre), message | | | | | | | | | | | board and downloading message | | | | | | | | | | | board history | | | | | | | | +------+-----+--------------------------------+ | | | | | | | | | | | | | | >   | | | | | | | | | | | | | | - After CS(s) have confirmed the exam data of | | | | | | | the exam centre(s) to VCC, manager / officer | | | | | | | role users can download the Sessional Reports | | | | | | | of the exam centre(s) to the Excel file by | | | | | | | clicking the [Sessional Report] button. | | | | | | | | | | | | | | - After CS(s) have confirmed the exam data of | | | | | | | the exam centre(s) to VCC, users can single | | | | | | | select or multiple select the checkbox(es) of | | | | | | | the 'Notification to CS' and click the | | | | | | | [Notify Selected] button to send | | | | | | | notification to the CS(s) of the selected exam | | | | | | | centre(s). | | | | | | | | | | | | | | - Users shall be able to select all the exam | | | | | | | centres of the filtering result by ticking the | | | | | | | checkbox of the 'Select All Notification' and | | | | | | | clicking the [Notify Selected] button for | | | | | | | notification to the CSs of all the exam | | | | | | | centres across all the pages of the filtering | | | | | | | result. | | | | | | | | | | | | | | - A notification shall be sent to the message | | | | | | | board of the CS. | | | | | | | | | | | | | | - Users shall receive an alert if the CS changes | | | | | | | the sessional report / attendance / script | | | | | | | data. | | | | | | | | | | | | | | - Users shall be able to single select or | | | | | | | multiple select the checkbox(es) of the | | | | | | | 'Confirm to ESU' and click the [Confirm | | | | | | | Selected] button to confirm the exam data of | | | | | | | the selected exam centre(s) to ESU. | | | | | | | | | | | | | | - Users shall be able to select all the exam | | | | | | | centres of the filtering result by ticking the | | | | | | | checkbox of 'Select All Confirm' button and | | | | | | | click the [Confirm Selected] to confirm the | | | | | | | exam data of all exam centres across all the | | | | | | | pages of the filtering result to ESU. | | | | | | | | | | | | | | - Once the VCC manager / officer has confirmed | | | | | | | the exam data to ESU, his/her username and the | | | | | | | confirmation time shall be displayed. | | | | | | | | | | | | | | - Confirmation to ESU is iterative, the username | | | | | | | and the confirmation time shall be kept | | | | | | | updating. | | | | | | | | | | | | | | - CS shall be able to re-confirm the exam data | | | | | | | to VCC if there is any change in the exam | | | | | | | data. If the VCC manager / officer has | | | | | | | confirmed the exam data to ESU after 1st exam | | | | | | | data confirmation by CS, the VCC manager / | | | | | | | officer shall receive an alert and be reminded | | | | | | | to confirm the exam data to ESU again. | | | | | | | | | | | | | | >   | | | | | | | > | | | | | | | >   | | +---+---+---+----+----------------------------------------------------+----+ | V | 1 | 1 | S | 1. After the CS(s) confirms the exam data of the | > | | C | 0 | 3 | es | exam centre(s), the manager/officer role users | O | | C | 5 | . | si | shall be able to download the Sessional | ut | | | | 3 | on | Report(s) in CSV/Excel format by clicking the | > | | | | . | al | [Sessional Report] button from the menu bar | S | | | | 4 | Re | of the 'Exam Centres' page. | co | | | | | po | | pe | | | | | rt | 2. The filename starts with | | | | | | | 'sessional-report-summary' followed by | | | | | | | yyyymmdd and 6 digit serial number. | | | | | | | | | | | | | | > The export file shall be provided are listed as | | | | | | | > below: | | | | | | | | | | | | | | +-----+----------------------------------------+ | | | | | | | | Rep | Description | | | | | | | | | ort | | | | | | | | | +=====+========================================+ | | | | | | | | Hal | Export file content: | | | | | | | | | l-D | | | | | | | | | | eta | centre code, school code, school name, | | | | | | | | | ils | subject code, subject name, paper | | | | | | | | | | code, exam date, location, actual | | | | | | | | | | starting time, actual finishing time, | | | | | | | | | | number of packets, number of answer | | | | | | | | | | scripts collected, listening test mode | | | | | | | | | | (paper 3), reception of the listening | | | | | | | | | | component (paper 3), remark (paper 3), | | | | | | | | | | report verified by invigilator 1, ep | | | | | | | | | | no./application no./account no. of | | | | | | | | | | invigilator 1, name of invigilator 1, | | | | | | | | | | school name of invigilator 1, | | | | | | | | | | invigilator 1's verification time, | | | | | | | | | | report verified by invigilator 2, ep | | | | | | | | | | no./application no./account no. of | | | | | | | | | | invigilator 2, name of invigilator 2, | | | | | | | | | | school name of invigilator 2, | | | | | | | | | | invigilator 2's verification time, CS | | | | | | | | | | name, ep no. of CS, report submission | | | | | | | | | | time to HKEAA, with IRR candidate | | | | | | | | | | record (Y/N), with IRR invigilator | | | | | | | | | | record (Y/N) | | | | | | | | +-----+----------------------------------------+ | | | | | | | | Cl | Export file content: | | | | | | | | | ass | | | | | | | | | | roo | centre code, school code, school name, | | | | | | | | | m-D | subject code, subject name, paper | | | | | | | | | eta | code, exam date, location, actual | | | | | | | | | ils | starting time, actual finishing time, | | | | | | | | | | number of packets, number of answer | | | | | | | | | | scripts collected, listening test mode | | | | | | | | | | (paper 3), reception of the listening | | | | | | | | | | component (paper 3), remark (paper 3), | | | | | | | | | | report submitted by CRI, ep | | | | | | | | | | no./application no./account no. of | | | | | | | | | | CRI, name of CRI, school name of CRI, | | | | | | | | | | report submission time to classroom | | | | | | | | | | CS, CS name, ep no. of CS, report | | | | | | | | | | submission time to HKEAA, with IRR | | | | | | | | | | candidate record (Y/N), with IRR | | | | | | | | | | invigilator record (Y/N) | | | | | | | | +-----+----------------------------------------+ | | | | | | | | C | Export file content: | | | | | | | | | and | | | | | | | | | | ida | centre code, school code, subject | | | | | | | | | tes | code, paper code, exam date, candidate | | | | | | | | | w | no. and name involved IRR | | | | | | | | | ith | | | | | | | | | | Ir | | | | | | | | | | reg | | | | | | | | | | ula | | | | | | | | | | rit | | | | | | | | | | ies | | | | | | | | | | (I | | | | | | | | | | RR) | | | | | | | | | +-----+----------------------------------------+ | | | | | | | | Inv | Export file content: | | | | | | | | | igi | | | | | | | | | | lat | centre code, school code, subject | | | | | | | | | ors | code, paper code, exam date, ep | | | | | | | | | w | no./application no./account no. and | | | | | | | | | ith | name of invigilator involved IRR | | | | | | | | | Ir | | | | | | | | | | reg | | | | | | | | | | ula | | | | | | | | | | rit | | | | | | | | | | ies | | | | | | | | | | (I | | | | | | | | | | RR) | | | | | | | | | +-----+----------------------------------------+ | | | | | | | | Inv | Export file content: | | | | | | | | | igi | | | | | | | | | | lat | centre code, school code, subject | | | | | | | | | ors | code, paper code, exam date, ep | | | | | | | | | | no./application no./account no. and | | | | | | | | | | name of invigilators, invigilator | | | | | | | | | | type(TECH, SRI, DCS, AD HOC, INV, CS), | | | | | | | | | | last check-in time, last check-out | | | | | | | | | | time | | | | | | | | +-----+----------------------------------------+ | | | | | | | | | | | | | | >   | | | | | | | > | | | | | | | >   | | +---+---+---+----+----------------------------------------------------+----+ | V | 1 | 1 | D | 1. Users shall be able to view the detailed | > | | C | 0 | 3 | is | examination, candidate, CS and invigilator | O | | C | 6 | . | pl | information of each of the (assigned) exam | ut | | | | 3 | ay | centres by clicking the 'View Exam Detail' | > | | | | . | In | hyperlink under the 'Action' button in the | S | | | | 5 | di | 'Dashboard' or 'Exam Centre' page. | co | | | | | vi | | pe | | | | | du | 2. Through the 'View Exam Detail' link, users | | | | | | al | shall be able to view the: | | | | | | Ex | | | | | | | am | - Exam Information | | | | | | Ce | | | | | | | nt | - Exam Type and Year, e.g. DSE 2022 | | | | | | re | | | | | | | S | - Exam Date | | | | | | it | | | | | | | ua | - Centre Code and Name of Centre School | | | | | | ti | | | | | | | on | - Centre Type | | | | | | ( | | | | | | | Vi | - Subject Code and Subject Name | | | | | | ew | | | | | | | Ex | - Paper Group | | | | | | am | | | | | | | D | - CS and Invigilator Assignment | | | | | | et | | | | | | | ai | - For CS: | | | | | | l) | | | | | | | | - display CS's name, EP number, school | | | | | | | name and telephone number of the | | | | | | | school as recorded in the HKDSE | | | | | | | system. | | | | | | | | | | | | | | - For Invigilator: | | | | | | | | | | | | | | - display allocated invigilator's name | | | | | | | and EP number / Application number as | | | | | | | recorded in the HKDSE system. | | | | | | | | | | | | | | - For the absent invigilator, '(Absent)' | | | | | | | shall be displayed after the information | | | | | | | of the invigilator. | | | | | | | | | | | | | | - Attendance and Script Records - a list of | | | | | | | allocated candidates of the exam centre shall | | | | | | | be displayed. | | | | | | | | | | | | | | - Candidate number | | | | | | | | | | | | | | - Candidate name | | | | | | | | | | | | | | - Case number | | | | | | | | | | | | | | - Seat number | | | | | | | | | | | | | | - Subject code | | | | | | | | | | | | | | - Paper group | | | | | | | | | | | | | | - Zone assigned in the exam centre | | | | | | | | | | | | | | - Present status | | | | | | | | | | | | | | - '- -' means attendance record not yet | | | | | | | taken | | | | | | | | | | | | | | - Present | | | | | | | | | | | | | | - ABS - absent | | | | | | | | | | | | | | - Number of collected script(s) / number of | | | | | | | scripts to be collected from each | | | | | | | candidate | | | | | | | | | | | | | | - Discrepancy related to the candidate case | | | | | | | (missing attendance, missing script, | | | | | | | absent with script collected or missing | | | | | | | attendance with script collected, if any) | | | | | | | | | | | | | | - A 'magnifying' button for display | | | | | | | information of candidate during the exam | | | | | | | (self check-in time, invigilator's | | | | | | | attendance taking time, number of scripts | | | | | | | collected, spare barcode, toilet request, | | | | | | | and SR1 case records) | | | | | | | | | | | | | | - An 'pencil' button for editing the | | | | | | | attendance and Script records (applicable | | | | | | | to Manager role only) | | | | | | | | | | | | | | - Special Case | | | | | | | | | | | | | | - Candidate number | | | | | | | | | | | | | | - Identification document number or | | | | | | | Candidate name | | | | | | | | | | | | | | - Case number | | | | | | | | | | | | | | - Zone assigned in the exam centre, similar | | | | | | | to the Centre Supervisor, users shall be | | | | | | | able to create new zone by clicking the | | | | | | | '+' icon | | | | | | | | | | | | | | - Spare barcode assigned to each candidate | | | | | | | | | | | | | | - Number of collected script(s) / number of | | | | | | | scripts to be collected from each | | | | | | | candidate | | | | | | | | | | | | | | - Discrepancy related to the candidates | | | | | | | (e.g. Missing script) | | | | | | | | | | | | | | - The 'Add Special Case' button for creating | | | | | | | special case, users shall be able to add | | | | | | | special case by candidate number, | | | | | | | candidate's identification number and | | | | | | | candidate name. | | | | | | | | | | | | | | - Users shall be able to create a new zone | | | | | | | in the existing exam centre, assign an | | | | | | | invigilator of that exam centre to it. | | | | | | | Then assign the worng centre candidate to | | | | | | | the new zone. | | | | | | | | | | | | | | - An 'pencil' button for editing the | | | | | | | collected script record of each candidate | | | | | | | (applicable to Manager role only) | | | | | | | | | | | | | | - An 'eraser' button for removing the | | | | | | | special case record (applicable to Manager | | | | | | | role only) | | | | | | | | | | | | | | - CS / Invigilator Assignment and Check-in | | | | | | | Status | | | | | | | | | | | | | | - EP number / Application number / ad hoc | | | | | | | invigilator number of CS / invigilator | | | | | | | | | | | | | | - English name | | | | | | | | | | | | | | - Post (CS / DCS / Invigilator / AD HOC) | | | | | | | | | | | | | | - Assignment (exam centre code of CS, DCS | | | | | | | and classroom invigilator / seat number | | | | | | | range of hall invigilator) | | | | | | | | | | | | | | - Check-in date and time | | | | | | | | | | | | | | - Check-out date and time | | | | | | | | | | | | | | - Discrepancy Report | | | | | | | | | | | | | | - Candidate type | | | | | | | | | | | | | | - Allocated | | | | | | | | | | | | | | - Special case | | | | | | | | | | | | | | - Candidate number / candidate's | | | | | | | identification number | | | | | | | | | | | | | | - Candidate name | | | | | | | | | | | | | | - Case number | | | | | | | | | | | | | | - Seat number | | | | | | | | | | | | | | - Subject code | | | | | | | | | | | | | | - Paper group | | | | | | | | | | | | | | - Zone assigned in the exam centre | | | | | | | | | | | | | | - Spare barcode number | | | | | | | | | | | | | | - Remarks - discrepancy type: | | | | | | | | | | | | | | - Missing attendance record(s) | | | | | | | | | | | | | | - Missing attendance with script(s) | | | | | | | collected | | | | | | | | | | | | | | - Missing script record(s) | | | | | | | | | | | | | | - Absent with script(s) collected | | | | | | | | | | | | | | - Sessional reports of the selected exam session | | | | | | | | | | | | | | 3. Users shall be able to sort the tables (2.3 | | | | | | | and 2.4 mentioned above) by the field labels | | | | | | | and select the field labels through the | | | | | | | 'Preference' button. | | | | | | | | | | | | | | 4. Users shall be able to filter the list of | | | | | | | candidates displayed by the attendance and | | | | | | | script status (2.3 mentioned above). | | +---+---+---+----+----------------------------------------------------+----+ | V | 1 | 1 | Sc | - By filtering the Centre Type of an exam | > | | C | 1 | 3 | ho | school, VCC manager shall be able to reassign | O | | C | 5 | . | ol | the operator to be responsible for the exam | ut | | | | 3 | As | centres. | > | | | | . | si | | S | | | | 6 | gn | | co | | | | | me | | pe | | | | | nt | | | +---+---+---+----+----------------------------------------------------+----+ | E | 1 | 1 | L | 1. Users shall be able to enter their username | > | | S | 1 | 3 | og | and password to identify their role, and the | O | | B | 5 | . | in | access to specific functions and data are set | ut | | ( | | 4 | | by the IT Admin. | > | | S | | . | | | S | | E | | 1 | | 2. Function access is limited to the SEN system | co | | A | | | | only. | pe | | D | | | | | | | ) | | | | | | +---+---+---+----+----------------------------------------------------+----+ | E | 1 | 1 | At | 1. Searching fields include exam date, exam start | > | | S | 1 | 3 | te | and end time, subject code, paper, school | O | | B | 6 | . | nd | code, school name, centre code and centre | ut | | ( | | 4 | an | type. | > | | S | | . | ce | | S | | E | | 2 | Re | 2. Related exam centre(s) of the filtering result | co | | A | | | co | shall be listed according to the user's | pe | | D | | | rd | selection. | | | ) | | | | | | | | | | | 3. By clicking the 'right arrow' of the exam | | | | | | | centre, each exam session of the corresponding | | | | | | | exam centre shall be displayed at the right | | | | | | | side. | | | | | | | | | | | | | | 4. By clicking the 'right arrow' of the exam | | | | | | | session, the attendance records related to | | | | | | | allocated candidates and special cases shall | | | | | | | be displayed. Users shall be able to select | | | | | | | among two types of cases by clicking the | | | | | | | corresponding tabs. | | | | | | | | | | | | | | 5. Searching fields shall include attendance | | | | | | | status(e.g. '- -' attendance record not yet | | | | | | | taken, present and absent), location (centre | | | | | | | type, such as HALL, SEN CLASSROOM), answer | | | | | | | script collection status, and keywords such as | | | | | | | candidate no., candidate name and spare | | | | | | | barcode no. | | | | | | | | | | | | | | 6. Users shall be able to sort the table by the | | | | | | | field labels. | | | | | | | | | | | | | | 7. Users shall be able to select columns | | | | | | | displayed by toggling the 'Preferences' | | | | | | | button. | | | | | | | | | | | | | | 8. Allocated Candidates | | | | | | | | | | | | | | - The exam data of allocated candidates | | | | | | | shall be displayed in a table, such as: | | | | | | | | | | | | | | - School name | | | | | | | | | | | | | | - Subject name | | | | | | | | | | | | | | - Subject code | | | | | | | | | | | | | | - Paper group | | | | | | | | | | | | | | - Centre code | | | | | | | | | | | | | | - Centre type (HALL, SEN CLASSROOM) | | | | | | | | | | | | | | - Mode (applicable to the listening | | | | | | | paper) | | | | | | | | | | | | | | - Zone | | | | | | | | | | | | | | - Candidate number | | | | | | | | | | | | | | - Candidate name | | | | | | | | | | | | | | - Seat number | | | | | | | | | | | | | | - Case number | | | | | | | | | | | | | | - Attendance status ('- -' - attendance | | | | | | | record not yet taken, present, absent) | | | | | | | | | | | | | | - Answer script collection status | | | | | | | (answer script collected / answer | | | | | | | script to be collected) | | | | | | | | | | | | | | - Location (applicable to the normal | | | | | | | exam centre ) | | | | | | | | | | | | | | - Self check-in time | | | | | | | | | | | | | | - Invigilator's taking attendance time | | | | | | | | | | | | | | - Spare barcode number | | | | | | | | | | | | | | 9. Special Cases | | | | | | | | | | | | | | - The special cases of the exam centre shall | | | | | | | be displayed with the information of the: | | | | | | | | | | | | | | - School name | | | | | | | | | | | | | | - Subject name | | | | | | | | | | | | | | - Subject code | | | | | | | | | | | | | | - Paper group | | | | | | | | | | | | | | - Centre code | | | | | | | | | | | | | | - Centre type | | | | | | | | | | | | | | - Mode (applicable to the listening | | | | | | | paper) | | | | | | | | | | | | | | - Candidate number | | | | | | | | | | | | | | - Candidate name | | | | | | | | | | | | | | - Candidate's identification number | | | | | | | | | | | | | | - Zone | | | | | | | | | | | | | | - Spare barcode number | | | | | | | | | | | | | | - Case number  | | | | | | | | | | | | | | - CS creates special case time | | | | | | | | | | | | | | - Answer script collection status | | | | | | | (answer script collected / answer | | | | | | | script to be collected) | | | | | | | | | | | | | | 10. The exam data shall be downloaded as CSV by | | | | | | | single/multiple selecting the records or | | | | | | | select the check box next to the 'Export' | | | | | | | button to select all records in the result | | | | | | | table of all pages, and then click the | | | | | | | 'Export' button. | | +---+---+---+----+----------------------------------------------------+----+ | E | 1 | 1 | D | 1. 4 situations shall be covered in the | > | | S | 1 | 3 | is | discrepancy report: | O | | B | 9 | . | cr | | ut | | ( | | 4 | ep | - Missing attendance record(s) | > | | S | | . | an | | S | | E | | 3 | cy | - Missing attendance but with script | co | | A | | | Re | collected | pe | | D | | | po | | | | ) | | | rt | - Missing script records | | | | | | | | | | | | | | - Absent but with script(s) collected | | | | | | | | | | | | | | 2. Discrepancy records related to allocated | | | | | | | candidates and special cases shall be | | | | | | | displayed. Users shall be able to select among | | | | | | | two types of cases by clicking the | | | | | | | corresponding tabs. | | | | | | | | | | | | | | 3. Records with discrepancy shall be displayed: | | | | | | | | | | | | | | - Candidate number | | | | | | | | | | | | | | - Candidate name | | | | | | | | | | | | | | - Subject name | | | | | | | | | | | | | | - Subject code, paper group | | | | | | | | | | | | | | - School name | | | | | | | | | | | | | | - School code | | | | | | | | | | | | | | - Centre code | | | | | | | | | | | | | | - Centre type | | | | | | | | | | | | | | - Zone | | | | | | | | | | | | | | - Mode (applicable to the listening paper) | | | | | | | | | | | | | | - Spare barcode number | | | | | | | | | | | | | | - Seat number | | | | | | | | | | | | | | - Case number | | | | | | | | | | | | | | - Attendance status (present, absent, '- -' | | | | | | | means attendance record not yet taken) | | | | | | | | | | | | | | - Answer script collection status (answer | | | | | | | script collected / answer script to be | | | | | | | collected) | | | | | | | | | | | | | | - Remarks (4 types of discrepancy situation | | | | | | | listed above) | | | | | | | | | | | | | | 4. The information shall be downloaded as CSV by | | | | | | | single/multiple selecting the records or | | | | | | | select the check box next to the 'Export' | | | | | | | button to select all records in the result | | | | | | | table of all pages, and then click the | | | | | | | 'Export' button. | | | | | | | | | | | | | | 5. Information can be viewed by filtering the | | | | | | | exam date, exam start and end time, subject | | | | | | | code, paper group, school code, school name, | | | | | | | centre code, centre type, and candidate | | | | | | | number.. | | | | | | | | | | | | | | 6. Information of the tables shall be sorted by | | | | | | | different columns. | | | | | | | | | | | | | | | | | | | | | | | | | | | | 7. Users shall be able to select columns | | | | | | | displayed by toggling the 'Preferences' | | | | | | | button. | | +---+---+---+----+----------------------------------------------------+----+ | E | 1 | 1 | E | 1. Users shall be able to view the actions of | > | | S | 2 | 3 | ve | Candidate App, Invigilator App, CS Module and | O | | B | 0 | . | nt | VCC Module. | ut | | ( | | 4 | L | | > | | S | | . | og | 2. The events logged shall be displayed by | S | | E | | 4 | | filtering the exam date, exam time period, | co | | A | | | | subject code, paper, school code, school name, | pe | | D | | | | centre code, centre type, CS/invigilator no. | | | ) | | | | and candidate number. | | | | | | | | | | | | | | 3. The Information Result table should include: | | | | | | | | | | | | | | - Event date and time (in dddd-mm-yy | | | | | | | hh:mn:ss format) | | | | | | | | | | | | | | - Centre code | | | | | | | | | | | | | | - School code | | | | | | | | | | | | | | - Candidate number / EP no. of CS or | | | | | | | invigilator | | | | | | | | | | | | | | - Actor type (candidate, CS, DCS, VCC) | | | | | | | | | | | | | | - Event | | | | | | | | | | | | | | - Location (HALL, SEN CLASSROOM) | | | | | | | | | | | | | | 4. Users shall be able to select columns | | | | | | | displayed by toggling the 'Preferences' | | | | | | | button. | | | | | | | | | | | | | | 5. Records of event log shall be downloaded as | | | | | | | CSV. The existing list of event / access / | | | | | | | activity logs is pending enhancement and | | | | | | | further update by taking into account the | | | | | | | possible actions related to SEN Module. | | | | | | | | | | | | | | 6. The list of event logs covered in PESS2 are | | | | | | | provided below, (it shall be kept on update | | | | | | | during implementation in phase 3 if needed): | | | | | | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | \* | **Event** | **Sample** | | | | | | | | | \*  | | | | | | | | | | | \*\* | | | | | | | | | | +====+===========+=============================+ | | | | | | | | \* |   |   | | | | | | | | | \*V | | | | | | | | | | | CC | | | | | | | | | | |  **| | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 1 | Update | VCC Manager nmanager | | | | | | | | | | school | assigns school 10001 centre | | | | | | | | | | a | D1000 with subject A080C | | | | | | | | | | ssignment | paper 2 to VCC Operator | | | | | | | | | | | B1400-help03. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 2 | Delete | VCC Manager nmanager | | | | | | | | | | school | deletes 3 school | | | | | | | | | | a | assignments by uploading | | | | | | | | | | ssignment | excel. | | | | | | | | | | by Excel | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 3 | Update | VCC Manager nmanager | | | | | | | | | | school | updates 9 school | | | | | | | | | | a | assignments by uploading | | | | | | | | | | ssignment | excel. | | | | | | | | | | by Excel | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 4 | Modify | VCC Manager nmanager | | | | | | | | | | assigned | modifies the collected | | | | | | | | | | candidate | script count of assigned | | | | | | | | | | script | candidate 929393040 into 1 | | | | | | | | | | | at exam school 10066 centre | | | | | | | | | | | B1400 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 5 | Modify | VCC Manager nmanager | | | | | | | | | | assigned | modifies attendance status | | | | | | | | | | candidate | of assigned candidate | | | | | | | | | | a | 924224030 into present at | | | | | | | | | | ttendance | exam school 10066 centre | | | | | | | | | | | B1400 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 6 | Log out | VCC User nmanager logs out. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 7 | Send | VCC User nmanager sends | | | | | | | | | | dismissal | dismissal message to exam | | | | | | | | | | message | school 10058 centre D1350 | | | | | | | | | | | with subject A010C paper 2. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 8 | Create | VCC Manager nmanager | | | | | | | | | | special | creates special case | | | | | | | | | | case | 225398945 at exam school | | | | | | | | | | | 10058 centre D1350 with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 9 | Update | VCC Manager nmanager | | | | | | | | | | special | updates special case | | | | | | | | | | case | my-test-nov-6 script count | | | | | | | | | | | from 0 into 1 at exam | | | | | | | | | | | school 30740 centre S1750 | | | | | | | | | | | with subject A010C paper 2. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 10 | Delete | VCC Manager nmanager | | | | | | | | | | special | deletes special case Tai | | | | | | | | | | case | Chan Man at exam school | | | | | | | | | | | 10058 centre D1350 with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 11 | Add | VCC Manager nmanager adds | | | | | | | | | | helpdesk | helpdesk user mc-new-opera | | | | | | | | | | user | as Normal Officer & Normal | | | | | | | | | | | Operator. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 12 | Update | VCC Manager nmanager | | | | | | | | | | helpdesk | updates helpdesk user | | | | | | | | | | user | mc-new-opera Normal Officer | | | | | | | | | | | role from false into true, | | | | | | | | | | | Normal Operator role from | | | | | | | | | | | true into false, English | | | | | | | | | | | name from mc-operator into | | | | | | | | | | | mc-officer, Chinese name | | | | | | | | | | | from mv-operator into | | | | | | | | | | | mc-officer. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 13 | Update | VCC Manager nmanager | | | | | | | | | | manager | updates information of VCC | | | | | | | | | | | Manager nmanager English | | | | | | | | | | | name from normal-manager | | | | | | | | | | | into nmanager2022, Chinese | | | | | | | | | | | name from normal-manager | | | | | | | | | | | into nmanager2022. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 14 | Delete | VCC Manager nmanager | | | | | | | | | | helpdesk | deletes helpdesk user | | | | | | | | | | user | mc-new-opera. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 15 | Confirm | VCC User nmanager confirms | | | | | | | | | | to ESU | exam school 10058 centre | | | | | | | | | | | D1350 with subject A010C | | | | | | | | | | | paper 2 to ESU. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 16 | Download | VCC User nmanager downloads | | | | | | | | | | exam | excel of 30 exam sessions. | | | | | | | | | | session | | | | | | | | | | | excel | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 17 | Download | VCC Manager nmanager | | | | | | | | | | school | downloads excel of 9635 | | | | | | | | | | a | school assignments. | | | | | | | | | | ssignment | | | | | | | | | | | excel | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 18 | Log in | VCC User nmanager logs in. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 19 | Send a | VCC User nmanager sends a | | | | | | | | | | broadcast | broadcast message to 847 | | | | | | | | | | message | candidates. | | | | | | | | | | to | | | | | | | | | | | selected | | | | | | | | | | | c | | | | | | | | | | | andidates | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 20 | Send a | VCC User nmanager sends a | | | | | | | | | | broadcast | broadcast message to 10100 | | | | | | | | | | message | invigilators. | | | | | | | | | | to | | | | | | | | | | | selected | | | | | | | | | | | inv | | | | | | | | | | | igilators | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | CS |   |   | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 1 | Create Ad | Centre supervisor 10058-059 | | | | | | | | | | Hoc | creates Ad Hoc invigilator | | | | | | | | | | in | 10034-087 at exam school | | | | | | | | | | vigilator | 10058 centre D1350 with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 2 | Modify | Centre supervisor 10058-059 | | | | | | | | | | assigned | modifies the collected | | | | | | | | | | candidate | script count of assigned | | | | | | | | | | script | candidate 928949270 into 2 | | | | | | | | | | | at exam school 10058 centre | | | | | | | | | | | D1350 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 3 | Create | Centre supervisor 10058-059 | | | | | | | | | | centre | creates invigilator | | | | | | | | | | in | assignment of exam centre | | | | | | | | | | vigilator | at exam school 10058 centre | | | | | | | | | | a | D1350 with subject A010C | | | | | | | | | | ssignment | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 4 | Create | Centre supervisor 10058-059 | | | | | | | | | | special | creates invigilator | | | | | | | | | | room | assignment of 3 special | | | | | | | | | | in | room(s) at exam school | | | | | | | | | | vigilator | 10058 centre D1350 with | | | | | | | | | | a | subject A010C paper 3. | | | | | | | | | | ssignment | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 5 | Delete | Centre supervisor 30692-005 | | | | | | | | | | in | deletes invigilator | | | | | | | | | | vigilator | assignment at exam school | | | | | | | | | | a | 30692 centre P1150 with | | | | | | | | | | ssignment | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 6 | Replace | Centre supervisor 30701-029 | | | | | | | | | | in | replaces the assignee of | | | | | | | | | | vigilator | Seat Number 1-41 with | | | | | | | | | | a | invigilator 30701-052 at | | | | | | | | | | ssignment | exam school 30701 centre | | | | | | | | | | | S1600 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 7 | Modify | Centre supervisor 10073-004 | | | | | | | | | | assigned | modifies attendance status | | | | | | | | | | candidate | of candidate 923503910 into | | | | | | | | | | a | absent using spare barcode | | | | | | | | | | ttendance | 0A010C0030A135065336 at | | | | | | | | | | | exam school 10073 centre | | | | | | | | | | | A1350 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 8 | Log in | Centre supervisor 10058-059 | | | | | | | | | | | logs in at exam school | | | | | | | | | | | 10058 centre D1350 with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 9 | Log out | Centre supervisor 10066-004 | | | | | | | | | | | logs out at exam school | | | | | | | | | | | 10066 centre B1400 with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 10 | Create | Centre supervisor 30740-061 | | | | | | | | | | chat | creates chat group | | | | | | | | | | group | classroom\_1025 with | | | | | | | | | | | invigilator(s) 30740-045, | | | | | | | | | | | 30740-041, 30740-020 at | | | | | | | | | | | exam school 30740 centre | | | | | | | | | | | S1750 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 11 | Remove | Centre supervisor 30740-061 | | | | | | | | | | chat | removes chat group | | | | | | | | | | group | (classroom\_1025) at exam | | | | | | | | | | | school 30740 centre S1750 | | | | | | | | | | | with subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 12 | Save | Centre supervisor 20355-044 | | | | | | | | | | sessional | saves sessional report at | | | | | | | | | | report | exam school 20355 centre | | | | | | | | | | | E1980 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 13 | Submit | Centre supervisor 20355-044 | | | | | | | | | | sessional | submits sessional report at | | | | | | | | | | report | exam school 20355 centre | | | | | | | | | | | E1980 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 14 | Create | Centre supervisor 10058-059 | | | | | | | | | | special | creates special room LTSR-2 | | | | | | | | | | room | (MC-201) at exam school | | | | | | | | | | | 10058 centre D1350 with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 15 | Delete | Centre supervisor 10058-059 | | | | | | | | | | special | deletes special room LTSR-2 | | | | | | | | | | room | (MC-201) at exam school | | | | | | | | | | | 10058 centre D1350 with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 16 | Move | Centre supervisor 10058-059 | | | | | | | | | | assigned | moves assigned candidate | | | | | | | | | | candidate | 922569630 to special room | | | | | | | | | | to | at exam school 10058 centre | | | | | | | | | | special | D1350 with subject A010C | | | | | | | | | | room | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 17 | Move | Centre supervisor 10058-059 | | | | | | | | | | wrong | moves wrong centre | | | | | | | | | | centre | candidate 227563142 to | | | | | | | | | | candidate | special room at exam school | | | | | | | | | | to | 10058 centre D1350 with | | | | | | | | | | special | subject A010C paper 3. | | | | | | | | | | room | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 18 | Undo | Centre supervisor 10058-059 | | | | | | | | | | moving | undoes moving 928949270 to | | | | | | | | | | candidate | special room at exam school | | | | | | | | | | to | 10058 centre D1350 with | | | | | | | | | | special | subject A010C paper 3. | | | | | | | | | | room | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 19 | Create | Centre supervisor 10058-059 | | | | | | | | | | special | creates special case | | | | | | | | | | case | Channnnnn using spare | | | | | | | | | | | barcode | | | | | | | | | | | 0A010C0030D135073530 at | | | | | | | | | | | exam school 10058 centre | | | | | | | | | | | D1350 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 20 | Update | Centre supervisor 10058-059 | | | | | | | | | | special | updates special case | | | | | | | | | | case | 227563142 candidate name | | | | | | | | | | | from [empty] into | | | | | | | | | | | 考生227563142, identity | | | | | | | | | | | document from [empty] | | | | | | | | | | | into 22756314(2), spare | | | | | | | | | | | barcode from | | | | | | | | | | | 0A010C0030D135062435 into | | | | | | | | | | | 0A010C0030D135030444, | | | | | | | | | | | script count from 2 into 3 | | | | | | | | | | | at exam school 10058 centre | | | | | | | | | | | D1350 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 21 | Delete | Centre supervisor 10058-059 | | | | | | | | | | special | deletes special case Yo | | | | | | | | | | case | with spare barcode | | | | | | | | | | | 0A010C0030D135088910at exam | | | | | | | | | | | school 10058 centre D1350 | | | | | | | | | | | with subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 22 | Confirm | Centre supervisor 10058-059 | | | | | | | | | | exam | confirms exam status to | | | | | | | | | | status | Virtual Command Centre at | | | | | | | | | | | exam school 10058 centre | | | | | | | | | | | D1350 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 23 | Check | Centre supervisor 10058-059 | | | | | | | | | | in | checks invigilator 2972615 | | | | | | | | | | vigilator | out at exam school 10058 | | | | | | | | | | out | centre D1350 with subject | | | | | | | | | | | A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 24 | Start | Centre supervisor 10058-059 | | | | | | | | | | timer | starts timer at 2022-10-28 | | | | | | | | | | | 00:00 with duration 1380 | | | | | | | | | | | minutes at exam school | | | | | | | | | | | 10058 centre D1350 with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 25 | Switch to | Centre supervisor 10066-004 | | | | | | | | | | another | switches to another subject | | | | | | | | | | subject | or paper from exam school | | | | | | | | | | or paper | 10066 centre B1400 with | | | | | | | | | | at the | subject A010C paper 3. | | | | | | | | | | same exam | | | | | | | | | | | centre | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 26 | Send | Centre Supervisor 10066-004 | | | | | | | | | | not | sends a notification | | | | | | | | | | ification | message to invigilator | | | | | | | | | | message | 3642469 at exam school | | | | | | | | | | to | 10058 centre D1350 with | | | | | | | | | | in | subject A010C paper 3. | | | | | | | | | | vigilator | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 27 | Request | Centre supervisor 10066-004 | | | | | | | | | | confirm | requests invigilator | | | | | | | | | | sessional | 3642469 and invigilator | | | | | | | | | | report | 5187641's confirmation of | | | | | | | | | | | the sessional report of | | | | | | | | | | | exam school 10058 centre | | | | | | | | | | | D1350 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | C |   |   | | | | | | | | | an | | | | | | | | | | | di | | | | | | | | | | | da | | | | | | | | | | | te | | | | | | | | | | | A | | | | | | | | | | | pp | | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 1 | Request | Candidate 229442562 | | | | | | | | | | passcode | requests passcode. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 2 | Log in | Candidate 229442562 logs | | | | | | | | | | | in. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 3 | Log out | Candidate 923515474 logs | | | | | | | | | | | out. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 4 | Self | Candidate 925736630 | | | | | | | | | | check-in | succeeds to self check-in | | | | | | | | | | | at exam school 10058 centre | | | | | | | | | | | D1350 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 5 | Scan | Candidate 226177594 scans a | | | | | | | | | | wrong | wrong barcode | | | | | | | | | | barcode | 0A010C00392573663049z. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 6 | Confirm | Candidate 925736630 | | | | | | | | | | at | confirms reason and arrival | | | | | | | | | | special | time in special room | | | | | | | | | | room | Special Room at exam school | | | | | | | | | | reason | 10058 centre D1350 with | | | | | | | | | | and | subject A010C paper 3. | | | | | | | | | | arrival | | | | | | | | | | | time | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 7 | Read a | Candidate 226177594 reads a | | | | | | | | | | message | message from HKEAA, | | | | | | | | | | from | "Hello4". | | | | | | | | | | HKEAA | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 8 | Launch | Candidate 226177594 | | | | | | | | | | ap | launches the application as | | | | | | | | | | plication | a logged-in user. | | | | | | | | | | as a | | | | | | | | | | | logged-in | | | | | | | | | | | user | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 9 | Capture | Candidate 226177594 | | | | | | | | | | S | captures screenshot at exam | | | | | | | | | | creenshot | school 10058 centre D1350 | | | | | | | | | | | with subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | I |   |   | | | | | | | | | nv | | | | | | | | | | | ig | | | | | | | | | | | il | | | | | | | | | | | at | | | | | | | | | | | or | | | | | | | | | | | A | | | | | | | | | | | pp | | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 1 | Log out | Invigilator 3642469 logs | | | | | | | | | | | out. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 2 | Mark | Invigilator 5187641 marks | | | | | | | | | | present | candidate 927790210 present | | | | | | | | | | at centre | at exam school 10037 centre | | | | | | | | | | | A1000 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 3 | Create | Invigilator 8548870 creates | | | | | | | | | | candidate | a flag for assigned | | | | | | | | | | flag | candidate CANDIDATE NAME | | | | | | | | | | | 929701546 at exam school | | | | | | | | | | | 10058 centre D1350 with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 4 | Add | Invigilator 7813095 adds a | | | | | | | | | | candidate | remark to the flag for | | | | | | | | | | remark | assigned candidate | | | | | | | | | | | 923038470 at exam school | | | | | | | | | | | 10058 centre D1350 with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 5 | Create | Invigilator 7813095 creates | | | | | | | | | | check-out | a check-out record for | | | | | | | | | | record | assigned candidate | | | | | | | | | | | 923038470 at exam school | | | | | | | | | | | 10058 centre D1350 with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 6 | Create | Invigilator 30701-015 | | | | | | | | | | check-in | creates a check-in record | | | | | | | | | | record | for assigned candidate | | | | | | | | | | | 922415239 at exam school | | | | | | | | | | | 30701 centre S1600 with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 7 | Collect | Invigilator 30701-015 | | | | | | | | | | script | collects script from | | | | | | | | | | | assigned candidate | | | | | | | | | | | 927026601 at exam school | | | | | | | | | | | 30701 centre S1600 with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 8 | Assgin | Invigilator 8548870 | | | | | | | | | | spare | registers spare barcode | | | | | | | | | | barcode | 0A010C0030D135068318 for | | | | | | | | | | to | assigned candidate | | | | | | | | | | candidate | 929922120 at exam school | | | | | | | | | | | 10058 centre D1350 special | | | | | | | | | | | room LTSR-1 (SR1) with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 9 | Create | Invigilator 8548870 creates | | | | | | | | | | special | special case 222102709 at | | | | | | | | | | case | exam school 10058 centre | | | | | | | | | | | D1350 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 10 | Assign |** Candidate Name is | | | | | | | | | | wrong | inputted: **| | | | | | | | | | centre | | | | | | | | | | | candidate | Invigilator 8548870 assigns | | | | | | | | | | (Hall | wrong centre candidate | | | | | | | | | | special | CCCCCCCC to special room | | | | | | | | | | Case) to | LTSR-1 (SR1) at exam school | | | | | | | | | | special | 10058 centre D1350 with | | | | | | | | | | room | subject A010C paper 3. | | | | | | | | | | | | | | | | | | | | | | / | | | | | | | | | | | | | | | | | | | | | |** Candidate No. is | | | | | | | | | | | inputted:\*\* | | | | | | | | | | | | | | | | | | | | | | Invigilator 8548870 assigns | | | | | | | | | | | wrong centre candidate | | | | | | | | | | | 229551349 to special room | | | | | | | | | | | LTSR-1 (SR1) at exam school | | | | | | | | | | | 10058 centre D1350 with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 11 | Assign | Invigilator 8548870 assigns | | | | | | | | | | candidate | assigned candidate | | | | | | | | | | special | 928541456 to special room | | | | | | | | | | room | LTSR-1 (SR1) at exam school | | | | | | | | | | | 10058 centre D1350 with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 12 | Update | Invigilator 30701-015 | | | | | | | | | | spare | updates spare barcode from | | | | | | | | | | barcode | 0A010C0030A105011263 to | | | | | | | | | | | 0A010C0030S160077074 for | | | | | | | | | | | candidate 927790210 at exam | | | | | | | | | | | school 30701 centre S1600 | | | | | | | | | | | special room LTSR-1 (A001) | | | | | | | | | | | with subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 13 | Modify | Invigilator 30701-015 | | | | | | | | | | candidate | modifies the collected | | | | | | | | | | script | script count of candidate | | | | | | | | | | | 927790210 into 1 at exam | | | | | | | | | | | school 30701 centre S1600 | | | | | | | | | | | special room LTSR-1 (A001) | | | | | | | | | | | with subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 14 | Modify | Invigilator 30701-015 | | | | | | | | | | candidate | modifies the confirmation | | | | | | | | | | con | status of candidate | | | | | | | | | | firmation | 220011944 into SR4g at exam | | | | | | | | | | SR4g | school 30701 centre S1600 | | | | | | | | | | | special room LTSR-1 (A001) | | | | | | | | | | | with subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 15 | Create | Invigilator 30701-015 | | | | | | | | | | special | creates special room | | | | | | | | | | room | sessional report at exam | | | | | | | | | | sessional | school 30701 centre S1600 | | | | | | | | | | report | special room LTSR-1 (A001) | | | | | | | | | | | with subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 16 | Update | Invigilator 30701-015 | | | | | | | | | | special | updates special room | | | | | | | | | | room | sessional report at exam | | | | | | | | | | sessional | school 30701 centre S1600 | | | | | | | | | | report | special room LTSR-1 (A001) | | | | | | | | | | | with subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 17 | Complete | Invigilator 30701-015 | | | | | | | | | | special | completes special room | | | | | | | | | | room | sessional report at exam | | | | | | | | | | sessional | school 30701 centre S1600 | | | | | | | | | | report | special room LTSR-1 (A001) | | | | | | | | | | | with subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 18 | Confirm | Invigilator 30701-015 | | | | | | | | | | di | confirms discrepancy | | | | | | | | | | screpancy | record(s) at exam school | | | | | | | | | | record | 30701 centre S1600 special | | | | | | | | | | | room LTSR-1 (A001) with | | | | | | | | | | | subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 19 | Check in | Invigilator 3642469 checks | | | | | | | | | | | in at exam school 10037 | | | | | | | | | | | centre A1000 with subject | | | | | | | | | | | A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 20 | Check out | Invigilator 3642469 checks | | | | | | | | | | | out at exam school 10037 | | | | | | | | | | | centre A1000 with subject | | | | | | | | | | | A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 21 | Mark | Invigilator 9084306 marks | | | | | | | | | | present | candidate 225507716 present | | | | | | | | | | at | at exam school 10058 centre | | | | | | | | | | special | D1350 special room LTSR-1 | | | | | | | | | | room | (1) with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 22 | SR update | Invigilator 8548870 marks | | | | | | | | | | reason, | reason at special room as B | | | | | | | | | | SR | and arrival time as | | | | | | | | | | arrival | 2022-10-30 16:19 for | | | | | | | | | | time | assigned candidate | | | | | | | | | | | 924525711 goes to special | | | | | | | | | | | room LTSR-1 (SR1) at exam | | | | | | | | | | | school 10058 centre D1350 | | | | | | | | | | | with subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 23 | SRI timer | Invigilator 8002055 starts | | | | | | | | | | | timer at 2022-10-30 20:26 | | | | | | | | | | | with duration 75 minutes at | | | | | | | | | | | exam school 10058 centre | | | | | | | | | | | D1350 special room LTSR-1 | | | | | | | | | | | (aaa) with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 24 | Pause | Invigilator 8002055 | | | | | | | | | | timer / | pauses/resumes timer at | | | | | | | | | | Resume | 2022-10-30 20:26 with | | | | | | | | | | timer | duration 75 minutes at exam | | | | | | | | | | | school 10058 centre D1350 | | | | | | | | | | | special room LTSR-1 (aaa) | | | | | | | | | | | with subject A010C paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 25 | Log in by | Invigilator 5317598 logs in | | | | | | | | | | scanning | by scanning a QR code. | | | | | | | | | | a QR code | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 26 | View | Invigilator 30740-020 views | | | | | | | | | | in | information of candidate | | | | | | | | | | formation | 920763210 displayed without | | | | | | | | | | of | completing identity | | | | | | | | | | candidate | verification or attendance | | | | | | | | | | displayed | taking at exam school 30740 | | | | | | | | | | withou | centre S1750 with subject | | | | | | | | | | c | A010C paper 3. | | | | | | | | | | ompleting | | | | | | | | | | | indentity | | | | | | | | | | | ve | | | | | | | | | | | rfication | | | | | | | | | | | or | | | | | | | | | | | a | | | | | | | | | | | ttendance | | | | | | | | | | | taking | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 27 | Verify | Invigilator 30740-020 | | | | | | | | | | identity | verifies identity of | | | | | | | | | | of | candidate 925307441 present | | | | | | | | | | c | at exam school 30740 centre | | | | | | | | | | andidates | S1750 with subject A010C | | | | | | | | | | | paper 3. | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 28 | Take | Invigilator 30740-020 takes | | | | | | | | | | a | attendance for candidate | | | | | | | | | | ttendance | 927752250 present at exam | | | | | | | | | | for | school 30740 centre S1750 | | | | | | | | | | c | with subject A010C paper 3. | | | | | | | | | | andidates | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | 29 | Launch | Invigilator 30740-020 | | | | | | | | | | ap | launches the application as | | | | | | | | | | plication | a logged-in user. | | | | | | | | | | as a | | | | | | | | | | | logged-in | | | | | | | | | | | user | | | | | | | | | +----+-----------+-----------------------------+ | | | | | | | | | | | | | | >   | | | | | | | > | | | | | | | >   | | +---+---+---+----+----------------------------------------------------+----+ | E | 1 | 1 | Re | 1. More report types may be developed / available | > | | S | 2 | 3 | po | for downloading in the Exam Support Backend | O | | B | 8 | . | rt | (SEAD) after the SR Forms Module was | ut | | ( | | 4 | Li | developed. | > | | S | | . | st | | S | | E | | 5 | | 2. In order to prevent a huge volume of | co | | A | | | | information from being loaded, the 'No Data' | pe | | D | | | | page shall be displayed at first. | | | ) | | | | | | | | | | | 3. Sessional Report | | | | | | | | | | | | | | - By filtering, a list of the centre related | | | | | | | to the completion of the sessional reports | | | | | | | shall be displayed, such as: | | | | | | | | | | | | | | - Exam date (in yyyy-mm-dd format) | | | | | | | | | | | | | | - Exam time (in hh:mn format) | | | | | | | | | | | | | | - School code | | | | | | | | | | | | | | - School name | | | | | | | | | | | | | | - Centre code | | | | | | | | | | | | | | - Centre type | | | | | | | | | | | | | | - Exam date (in yyyy-mm-dd format) | | | | | | | | | | | | | | - Exam time (in hh:mn format) | | | | | | | | | | | | | | - Report completion status (Y/N) | | | | | | | | | | | | | | - Exam data confirmation status by CS | | | | | | | (Y/N) | | | | | | | | | | | | | | - Searching fields shall include exam date, | | | | | | | exam start and end time, subject code, | | | | | | | paper group, school code, school name, | | | | | | | centre code, and centre type. | | | | | | | | | | | | | | - Users shall be able to select columns | | | | | | | displayed by toggling the 'Preferences' | | | | | | | button. | | | | | | | | | | | | | | - [View] button shall be available for the | | | | | | | completed Sessional Reports and exam data | | | | | | | has been confirmed by CS. Click [View] | | | | | | | button shall display the Sessional Report | | | | | | | of the corresponding exam session. | | | | | | | | | | | | | | - Click the check box on the column header | | | | | | | of the result table to select all records | | | | | | | and click the [Export] button to export | | | | | | | all records on all pages or | | | | | | | single/multiple select the row(s) and | | | | | | | click the [Export] button to export the | | | | | | | selected records in csv or excel. | | | | | | | | | | | | | | 4. Irregularities - Screenshot events (More | | | | | | | reports shall be provided after the | | | | | | | implementation of the SR Forms Module) | | | | | | | | | | | | | | - By filtering, a list of filtering results | | | | | | | shall be displayed with the information | | | | | | | of: | | | | | | | | | | | | | | - Subject name | | | | | | | | | | | | | | - Subject code | | | | | | | | | | | | | | - Paper group | | | | | | | | | | | | | | - School name | | | | | | | | | | | | | | - School code | | | | | | | | | | | | | | - Centre code | | | | | | | | | | | | | | - Centre type | | | | | | | | | | | | | | - Exam date (in yyyy-mm-dd format) | | | | | | | | | | | | | | - Exam time (in hh:mn:ss format) | | | | | | | | | | | | | | - Number of abnormal case | | | | | | | | | | | | | | - Searching fields shall include exam date, | | | | | | | exam start and end time, subject code, | | | | | | | paper group, school code, school name, | | | | | | | centre code, and centre type. | | | | | | | | | | | | | | - Users shall be able to select columns | | | | | | | displayed by toggling the 'Preferences' | | | | | | | button. | | | | | | | | | | | | | | - [View] button in the 'Action' column | | | | | | | shall be available for the detailed | | | | | | | records of irregularities in the | | | | | | | corresponding exam session. Following | | | | | | | fields shall be displayed: | | | | | | | | | | | | | | - Candidate no./ID no., candidate name, | | | | | | | normal or special case, seat no., and the | | | | | | | screenshot event time in yyyy-mm-dd | | | | | | | hh:mn:ss format. | | | | | | | | | | | | | | - Click the check box on the column header | | | | | | | of the result table to select all records | | | | | | | and click the [Export] button to export | | | | | | | all records on all pages or | | | | | | | single/multiple select the row(s) and | | | | | | | click the [Export] button to export the | | | | | | | selected records in csv or excel. | | | | | | | | | | | | | | 5. CS / Invigilator Check in / out records | | | | | | | | | | | | | | - By filtering, a list of the exam session | | | | | | | shall be displayed including: | | | | | | | | | | | | | | - Exam date (in yyyy-mm-dd format) | | | | | | | | | | | | | | - Exam time (in hh:mn format) | | | | | | | | | | | | | | - School code | | | | | | | | | | | | | | - School name | | | | | | | | | | | | | | - Centre code | | | | | | | | | | | | | | - Centre type | | | | | | | | | | | | | | - Subject code | | | | | | | | | | | | | | - Subject name | | | | | | | | | | | | | | - Paper group | | | | | | | | | | | | | | - Searching fields shall include exam date, | | | | | | | exam start and end time, subject code, | | | | | | | paper group, school code, school name, | | | | | | | centre code, and centre type. | | | | | | | | | | | | | | - Users shall be able to select columns | | | | | | | displayed by toggling the 'Preferences' | | | | | | | button. | | | | | | | | | | | | | | - [View] button shall be available for the | | | | | | | detailed check in / out records of exam | | | | | | | personnel in the corresponding exam | | | | | | | session. Following fields shall be | | | | | | | displayed: | | | | | | | | | | | | | | - EP no./Application no./Ad hoc | | | | | | | invigilator no. | | | | | | | | | | | | | | - English name of invigilator | | | | | | | | | | | | | | - Post (INV, SRI, CS) | | | | | | | | | | | | | | - Assignment (centre code or seat no. | | | | | | | range if assignment created, '--' for | | | | | | | those assignments not yet created) | | | | | | | | | | | | | | - Checked in time (in yyyy-mm-dd | | | | | | | hh:mn:ss format) | | | | | | | | | | | | | | - Checked out time (in yyyy-mm-dd hh:mn:ss | | | | | | | format) | | | | | | | | | | | | | | - Click the check box on the column header | | | | | | | of the result table to select all records | | | | | | | and click the [Export] button to export | | | | | | | all records on all pages or | | | | | | | single/multiple select the row(s) and | | | | | | | click the [Export] button to export the | | | | | | | selected records into csv or excel. | | | | | | | | | | | | | | 6. Candidate toilet request records | | | | | | | | | | | | | | - By filtering, a list of the exam session | | | | | | | shall be displayed including subject name, | | | | | | | subject code, paper, school name, school | | | | | | | code, centre code, centre type, exam date | | | | | | | and exam time. | | | | | | | | | | | | | | - Searching fields shall include exam date, | | | | | | | exam start and end time, subject code, | | | | | | | paper group, school code, school name, | | | | | | | centre code, and centre type. | | | | | | | | | | | | | | - Users shall be able to select columns | | | | | | | displayed by toggling the 'Preferences' | | | | | | | button. | | | | | | | | | | | | | | - [View] button shall be available for the | | | | | | | detailed toilet request records in the | | | | | | | corresponding exam session. Following | | | | | | | fields shall be displayed: | | | | | | | | | | | | | | - Candidate No./ID No., candidate name, | | | | | | | normal or special case, action (IN/OUT), | | | | | | | recording time in hh:mm:ss format and | | | | | | | recorded by (EP no. and name of | | | | | | | CS/invigilator) | | | | | | | | | | | | | | - Click the check box on the column header | | | | | | | of the result table to select all records | | | | | | | and click the [Export] button to export | | | | | | | all records on all pages or | | | | | | | single/multiple select the row(s) and | | | | | | | click the [Export] button to export the | | | | | | | selected records into csv or excel. | | +---+---+---+----+----------------------------------------------------+----+ | E | 1 | 1 | S | 1. By filtering the Centre Type of an exam | > | | S | 3 | 3 | us | school, a list of suspended records shall be | O | | B | 4 | . | pe | displayed. | ut | | ( | | 4 | nd | | > | | S | | . | S | 2. Suspend an exam session | S | | E | | 6 | es | | co | | A | | | si | - Click the [Add] button | pe | | D | | | on | | | | ) | | | | - Search an exam session by selecting the | | | | | | | exam date, subject, paper, centre type of | | | | | | | an exam school. | | | | | | | | | | | | | | - a list of the centres shall be displayed. | | | | | | | | | | | | | | - Click the check box on the column header | | | | | | | of the result table to select all records | | | | | | | and click the [Suspend] button to | | | | | | | suspend all the exam sessions of all pages | | | | | | | or single/multiple select the exam | | | | | | | session(s) to suspend the selected exam | | | | | | | session(s).. | | | | | | | | | | | | | | - Suspended result(s) shall be displayed. | | | | | | | | | | | | | | - Suspended information shall be displayed | | | | | | | in the CS page and the invigilator app. | | | | | | | | | | | | | | 3. Unsuspend an exam session | | | | | | | | | | | | | | - By filtering the Centre Type of an exam | | | | | | | school, a list of suspended exam | | | | | | | session(s) shall be displayed. | | | | | | | | | | | | | | - Click the [Edit] button for unsuspend | | | | | | | exam session(s). | | | | | | | | | | | | | | - Single / multiple select the suspended | | | | | | | exam session(s) to unsuspend the selected | | | | | | | exam session(s), or click the check box on | | | | | | | the column header to select all the exam | | | | | | | sessions to unsuspend the exam sessions. | | | | | | | | | | | | | | - Confirm to unsuspend the selected exam | | | | | | | session. | | | | | | | | | | | | | | - Unsuspended information shall be displayed | | | | | | | in the CS page and the invigilator app. | | +---+---+---+----+----------------------------------------------------+----+ | E | 1 | 1 | L | 1. Users shall be able to enter their username | > | | S | 3 | 3 | og | and password to identify their role, and the | O | | B | 6 | . | in | access to specific functions and data are set | ut | | ( | | 5 | | by the IT Admin. | > | | E | | . | | | S | | S | | 1 | | 2. Function access is limited to the SEN system | co | | U | | | | only. | pe | | ) | | | | | | +---+---+---+----+----------------------------------------------------+----+ | E | 1 | 1 | D | 1. Users shall be able to view the records by | > | | S | 3 | 3 | as | filtering VCC [confirmation]{.mark} status, | O | | B | 7 | . | hb | exam date, operator, school code, school name, | ut | | ( | | 5 | oa | centre code, centre type, subject code, | > | | E | | . | rd | subject name, and paper code. | S | | S | | 2 | | | co | | U | | | | 2. Pie charts shall be able to reflect the | pe | | ) | | | | statistics of the filtering result: | | | | | | | | | | | | | | - Attendance discrepancy | | | | | | | | | | | | | | - Unverified | | | | | | | | | | | | | | - Present and Absent | | | | | | | | | | | | | | - Overall situation | | | | | | | | | | | | | | - Pending to Confirm | | | | | | | | | | | | | | - Confirmed without Discrepancy | | | | | | | | | | | | | | - Confirmed but with Attendance and/or | | | | | | | Script Discrepancy | | | | | | | | | | | | | | - Irregularity by Helpdesk | | | | | | | | | | | | | | - Confirmed but with Attendance and/or | | | | | | | Script Discrepancy | | | | | | | | | | | | | | 3. A table displaying the real-time exam | | | | | | | information of all / designated: | | | | | | | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Field | Description | | | | | | | | | Name | | | | | | | | | +==========+===================================+ | | | | | | | | VCC | The timestamp of confirmation of | | | | | | | | | c | exam data accuracy by VCC | | | | | | | | | onfirmed | | | | | | | | | | time | | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Operator | The helpdesk account assigned to | | | | | | | | | | monitor the exam session | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Subject | Unique code of the subject as | | | | | | | | | Code | recorded in the HKDSE system | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Paper | Paper code of the subject | | | | | | | | | Group | | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Centre | Unique code of the exam centre as | | | | | | | | | Code | recorded in the HKDSE system | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Centre | Type of teh exam centre, such as | | | | | | | | | Type | HALL, CLASSROOM, etc. | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Assigned | No. of candidates assigned to the | | | | | | | | | C | exam centre. | | | | | | | | | andidate | | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Present | No. of candidate with attendance | | | | | | | | | Count | status 'Present' | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Absent | No. of candidate with attendance | | | | | | | | | Count | status 'Absent' | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Moved to | No. of candidates who were moved | | | | | | | | | SR Count | by the CS from the assigned exam | | | | | | | | | | centre to the special room. | | | | | | | | | | | | | | | | | | | | For SEN, it should be zero. | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Un | The total number of assigned | | | | | | | | | verified | candidates whose attendance | | | | | | | | | At | status have not yet been updated | | | | | | | | | tendance | as present or absent | | | | | | | | | | | | | | | | | | | | i.e. missing attendance | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Absent | The total number of scripts | | | | | | | | | but with | collected that the assigned | | | | | | | | | script | candidates who are absent from | | | | | | | | | c | the exam session | | | | | | | | | ollected | | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Special | Total no. of special cases in the | | | | | | | | | Case | exam centre, i.e. wrong centre | | | | | | | | | Count | candidate | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Special | No. of special case created by | | | | | | | | | Case At | the CS in the exam centre | | | | | | | | | Hall/C | | | | | | | | | | lassroom | | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Special | No. of special cases created by | | | | | | | | | Case at | the special room invigilator in | | | | | | | | | SR | the special room of the exam | | | | | | | | | | centre. | | | | | | | | | | | | | | | | | | | | For SEN, it should be zero. | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Total | Total no. of script to be | | | | | | | | | Script | collected of the subject paper | | | | | | | | | to be | multiply (assigned candidate and | | | | | | | | | C | the special case). | | | | | | | | | ollected | | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Missing | Total no. of missing scripts that | | | | | | | | | Script | should be collected of the | | | | | | | | | | assigned candidates (with present | | | | | | | | | | status) + Total no. of missing | | | | | | | | | | scripts that should be collected | | | | | | | | | | of the special cases (wrong | | | | | | | | | | centre candidates) | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Script | The total number of scripts | | | | | | | | | C | collected that the assigned | | | | | | | | | ollected | candidates whose attendance | | | | | | | | | from | status is present + Total number | | | | | | | | | Present | of scripts collected from the | | | | | | | | | C | special cases(wrong centre | | | | | | | | | andidate | candidates) | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Remarks | Written remarks inputted by a CS | | | | | | | | | from CS | when confirming the exam data | | | | | | | | | | accuracy | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Noti | The CS of the exam centre was | | | | | | | | | fication | notified for exam | | | | | | | | | to CS | dismissal(Yes/No) | | | | | | | | +----------+-----------------------------------+ | | | | | | | | Confirm | Confirm status from VCC to ESU | | | | | | | | | to ESU | (Pending to Confirm/Confirmed to | | | | | | | | | | ESU) | | | | | | | | +----------+-----------------------------------+ | | | | | | | | C | VCC staff who confirm the exam | | | | | | | | | onfirmed | data to ESU | | | | | | | | | by | | | | | | | | | +----------+-----------------------------------+ | | | | | | | | VCC | VCC's input remark when confirm | | | | | | | | | Conf | exam data to ESU | | | | | | | | | irmation | | | | | | | | | | Remark | | | | | | | | | +----------+-----------------------------------+ | | | | | | | | | | | | | | >   | | | | | | | | | | | | | | 4. Users shall be able to sort the table by the | | | | | | | field labels. | | | | | | | | | | | | | | | | | | | | | | | | | | | | 5. Users shall be able to select columns | | | | | | | displayed by toggling the 'Preferences' | | | | | | | button. | | +---+---+---+----+----------------------------------------------------+----+ | E | 1 | 1 | At | 1. Users shall be able to select to display the | > | | S | 3 | 3 | te | attendance record between the allocated | O | | B | 9 | . | nd | candidates and the special case by clicking | ut | | ( | | 5 | an | the corresponding tabs. | > | | E | | . | ce | | S | | S | | 3 | R | 2. Users shall be able to view the records by | co | | U | | | ec | filtering the exam year, exam date range, | pe | | ) | | | or | centre code, subject code, paper group, | | | | | | ds | candidate no., seat no., attendance status | | | | | | | (i.e. present, absent, not yet taken), answer | | | | | | | script collection status and the special room | | | | | | | (centre type). | | | | | | | | | | | | | | 3. Exam data shall be displayed in the result | | | | | | | table, such as: | | | | | | | | | | | | | | - School name | | | | | | | | | | | | | | - Subject name | | | | | | | | | | | | | | - Paper group | | | | | | | | | | | | | | - Centre code | | | | | | | | | | | | | | - Mode (applicable to listening paper) | | | | | | | | | | | | | | - Candidate number | | | | | | | | | | | | | | - Candidate surname | | | | | | | | | | | | | | - Candidate name | | | | | | | | | | | | | | - Seat number | | | | | | | | | | | | | | - Attendance status (U - attendance record | | | | | | | not yet taken, present, absent) | | | | | | | | | | | | | | - Answer script collection status (answer | | | | | | | scripts collected / answer scripts to be | | | | | | | collected) | | | | | | | | | | | | | | - Location (applicable to normal exam | | | | | | | centre) | | | | | | | | | | | | | | - Number of answer script collected by ESU | | | | | | | | | | | | | | - Subject code | | | | | | | | | | | | | | 4. Exam data displayed in the result table shall | | | | | | | be sorted by the fields. | | | | | | | | | | | | | | 5. Users shall be able to select columns | | | | | | | displayed by toggling the 'Preferences' | | | | | | | button. | | | | | | | | | | | | | | 6. Exam data displayed in the result table shall | | | | | | | be able to be exported as a CSV file. | | +---+---+---+----+----------------------------------------------------+----+ | E | 1 | 1 | D | 1. Users shall be able to view the discrepancy | > | | S | 4 | 3 | is | records by filtering the exam date, exam time, | O | | B | 0 | . | cr | centre code, centre type, subject code, paper | ut | | ( | | 5 | ep | group and the candidate no. | > | | E | | . | an | | S | | S | | 4 | cy | 2. Discrepancy records related to allocated | co | | U | | | Re | candidates and special cases shall be | pe | | ) | | | po | displayed. Users shall be able to select among | | | | | | rt | two types of cases by clicking the | | | | | | | corresponding tabs. | | | | | | | | | | | | | | 3. Discrepancy records shall be displayed in the | | | | | | | result table, such as: | | | | | | | | | | | | | | - Candidate number | | | | | | | | | | | | | | - Candidate name | | | | | | | | | | | | | | - Subject name | | | | | | | | | | | | | | - Subject code | | | | | | | | | | | | | | - Paper group | | | | | | | | | | | | | | - School name | | | | | | | | | | | | | | - School code | | | | | | | | | | | | | | - Centre code | | | | | | | | | | | | | | - Centre type | | | | | | | | | | | | | | - Mode (applicable to the listening paper) | | | | | | | | | | | | | | - Spare barcode number | | | | | | | | | | | | | | - Seat number | | | | | | | | | | | | | | - Attendance status ('- -' means attendance | | | | | | | record not yet taken, present, absent) | | | | | | | | | | | | | | - Answer script collection status (answer | | | | | | | scripts collected / answer scripts to be | | | | | | | collected) | | | | | | | | | | | | | | - Remarks - there are 4 types of discrepancy | | | | | | | | | | | | | | - Missing attendance record(s) | | | | | | | | | | | | | | - Missing attendance but with script | | | | | | | collected | | | | | | | | | | | | | | - Missing script records | | | | | | | | | | | | | | - Absent but with script(s) collected | | | | | | | | | | | | | | - Location (applicable to the normal exam | | | | | | | centre) | | | | | | | | | | | | | | 4. Discrepancy records displayed in the result | | | | | | | table shall be sorted by the fields. | | | | | | | | | | | | | | 5. Users shall be able to select columns | | | | | | | displayed by toggling the 'Preferences' | | | | | | | button. | | | | | | | | | | | | | | 6. Users shall be able to export the discrepancy | | | | | | | records displayed in the result table to a CSV | | | | | | | file. | | +---+---+---+----+----------------------------------------------------+----+ | E | 1 | 1 | E | 1. Users shall be able to view the event log by | > | | S | 4 | 3 | ve | filtering the exam date, exam time, school | O | | B | 2 | . | nt | code, centre code, centre type, subject code, | ut | | ( | | 5 | L | paper group and the candidate no. | > | | E | | . | og | | S | | S | | 5 | | 2. Event log shall be displayed in the result | co | | U | | | | table, such as: | pe | | ) | | | | | | | | | | | - Event date and time (in yyyy-mm-dd | | | | | | | hh:mn:ss format) | | | | | | | | | | | | | | - Centre code | | | | | | | | | | | | | | - School code | | | | | | | | | | | | | | - Candidate number / EP no. of CS or | | | | | | | invigilator | | | | | | | | | | | | | | - Actor type (candidate, CS, DCS, VCC) | | | | | | | | | | | | | | - Event | | | | | | | | | | | | | | - Location (HALL, SEN CLASSROOM) | | | | | | | | | | | | | | 3. The event log displayed in the result table | | | | | | | shall be sorted by the fields. | | | | | | | | | | | | | | 4. Users shall be able to select columns | | | | | | | displayed by toggling the 'Preferences' | | | | | | | button. | | | | | | | | | | | | | | 5. Users shall be able to export the event log | | | | | | | displayed in the result table to a CSV file. | | +---+---+---+----+----------------------------------------------------+----+ | E | 1 | 1 | Re | 1. Different report types shall be developed and | > | | S | 4 | 3 | po | selected for downloading. | O | | B | 2 | . | rt | | ut | | ( | | 5 | Li | 2. [Audit Report]{.mark} | > | | E | | . | st | | S | | S | | 6 | | - [Users]{.mark} shall be able to retrieve | co | | U | | | | the data by filtering candidate no., | pe | | ) | | | | subject code, paper group, attendance | | | | | | | status and the exam data range. | | | | | | | | | | | | | | - Records shall be displayed with: | | | | | | | | | | | | | | - Action (event) | | | | | | | | | | | | | | - Action time (in yyyy-mm-dd hh:mn:ss | | | | | | | format) | | | | | | | | | | | | | | - Exam year | | | | | | | | | | | | | | - Subject code | | | | | | | | | | | | | | - Paper group | | | | | | | | | | | | | | - Centre code | | | | | | | | | | | | | | - Seat number | | | | | | | | | | | | | | - Exam date (in yyyy-mm-dd format) | | | | | | | | | | | | | | - Candidate number | | | | | | | | | | | | | | - Candidate name | | | | | | | | | | | | | | - Invigilator number | | | | | | | | | | | | | | - Attendance status (present, absent, | | | | | | | not yet taken) | | | | | | | | | | | | | | - Scanning status | | | | | | | | | | | | | | - Remarks | | | | | | | | | | | | | | - Last update by | | | | | | | | | | | | | | - Last update date | | | | | | | | | | | | | | - Function of quick download shall be | | | | | | | provided without showing the data on | | | | | | | screen. | | | | | | | | | | | | | | | | | | | | | | | | | | | | 3. Attendance Summary Report | | | | | | | | | | | | | | - Users shall be able to retrieve the data | | | | | | | by filtering the exam date range. | | | | | | | | | | | | | | - Records shall be displayed with: | | | | | | | | | | | | | | - Subject code | | | | | | | | | | | | | | - Paper group | | | | | | | | | | | | | | - Centre code | | | | | | | | | | | | | | - Centre type | | | | | | | | | | | | | | - Centre name (school name) | | | | | | | | | | | | | | - No. of candidates unverified | | | | | | | (attendance record not yet taken) | | | | | | | | | | | | | | - No. of candidates present | | | | | | | | | | | | | | - No. of candidates absent | | | | | | | | | | | | | | - No. of candidates move to SR | | | | | | | (applicable to the nomal exam centre) | | | | | | | | | | | | | | - Function of quick download shall be | | | | | | | provided without showing the data on | | | | | | | screen. | | | | | | | | | | | | | | 4. Data displayed in the result table shall be | | | | | | | sorted by the fields. | | | | | | | | | | | | | | 5. Users shall be able to export the data | | | | | | | displayed as CSV file. | | | | | | | | | | | | | | | | | | | | | | | | | | | | 6. SR Form shall be added (Details will be synced | | | | | | | with the SR Form Modules) | | +---+---+---+----+----------------------------------------------------+----+