School Administration and Management System Functioning Committee

I. Fulfillment of the Aims of the Committee

1. This year the inter-year processing was not quite smooth since some problems had aroused in the procedure of ‘data achieve’. However, with the help of Mr. Fung S.M., the problem had been fixed and the inter-year processing was eventually completed on 28 August, 2003. Transferring of data in the SAMS to other systems such as discipline program and name list system were effective before 29 August, 2003.

2. The committee had helped subjects using TAS to complete their tasks. The HKEA functions of the SAMS functioned well in handling both registration and public examination results.

3. The committee had helped Career Department to extract data for preparing the testimonials for graduated students.

4. The committee had extracted students’ data for Physical Education Department to complete the data input for swimming gala and sports day.

5. Some data was extracted from SAMS for the analyzing purpose for English Department.

II. The improvement of the SAMS in the School

1. Clerical officers handled the input of the students’ and parents’ personal information in the first term and completed before March 2003.

2. SAMS was upgraded to version 4.7 in August 2003

3. A laser printer was bought in January 2003 and the printer was found very helpful in printing out document and data, especially in personal data of both students and teachers since the information was confidential and not suitable for the printing from a public printer.
III. Summary

The Committee basically fulfilled the planned objectives in this academic year. Due to SARS and other unknown reasons, the ‘Web-sams’ implementation was postponed to the academic year 2003-04. Since the change of the SAMS system is quite a great project and the committee members may need times to adapt to the new system. Therefore the time of implementation is best chosen to be March 2004 or August 2004 so as to avoid any inconvenience to the academic results processing.

IV. Committee Members 2002-2003

Cheung W. M. (Chairperson)
Kwok W. N. (Vice-chairperson)
Wong Y.W. (Deputy Principal)
Lam H.H. (Deputy Principal)
Fung S. M. (Coordinator)
Law W.L. ( Discipline Master)
Cindy Kwok
Sally Ngan