E-platform for School Development & Accountability (ESDA) Version 4.2.x

Survey Administrator Guide

September 2014

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About this Document

This Survey Administration Guide aims to provide a quick reference for Survey Administrators in administering different kinds of ESDA surveys. Detailed step-by-step procedures are recorded in the Operation Manual; Survey Administrator may cross reference the corresponding chapters as summarized in the next chapter.

How to contact us

EDB welcomes schools to share with us their opinions and good practices in using ESDA. Please contact the Indicators Section of the Education Bureau to express any views and suggestions, or to share experiences by phone, fax or e-mail:

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Chapter 1 : Survey Administrator Tasks

1.1 Contact System Administrator to ensure that the following items are ready

1) The latest version of Stakeholder Survey Package has been imported into the ESDA.
2) User accounts which include teacher, student, parent, and specialist (for Special Schools only) groups have been created and assigned to appropriate system groups.
3) "Do Survey" privilege should be assigned to groups which will fill in questionnaires through online mode.
4) The mapping between form group and standard form is completed.

1.2 Administering Stakeholder Survey for Teachers

1) By default, the teacher group is assigned to the target user. You should ensure that all teachers including the principal are selected in the target user list.
2) Select "online" mode if teachers will fill in the questionnaire through web interface. Otherwise, you should select "offline" mode and distribute a copy of questionnaire and answer sheet to target respondents.
3) Announce the start and end dates of publication.

1.3 Administering Stakeholder Survey for Students

1) Ensure that all student accounts have been created and assigned to appropriate form group and class group.
2) All form groups should be mapped with standard forms.
3) For primary and secondary schools, Survey Administrator cannot select students and students must be drawn randomly by the system.
4) Select "online" mode if students will fill in the questionnaire through web interface. Otherwise, you should select "offline" mode and distribute a copy of questionnaire and answer sheet to target respondents.
5) Announce the start and end dates of publication.

1.4   Administering Stakeholder Survey for Parents

1) Ensure that all parent accounts have been created and assigned to appropriate form group and class group.
2) All form groups should be mapped with standard forms.
3) The Survey Administrator cannot select parents and parents must be drawn by the system.
4) Select "online" mode if parents will fill in the questionnaire through web interface. Otherwise, you should select "offline" mode and distribute a copy of questionnaire and answer sheet to target respondents.
5) Announce the start and end dates of publication.

1.5   Administering Stakeholder Survey for Specialists

1) By default, the specialist group is assigned to the target user. You should ensure that all specialists are selected in the target user list.
2) Select "online" mode if specialists will fill in the questionnaire through web interface. Otherwise, you should select "offline" mode and distribute a copy of questionnaire and answer sheet to target respondents.
3) Announce the start and end dates of publication.

1.6   Administering APASO-II Questionnaire

1) Ensure that all student accounts have been created and assigned to appropriate form group and class group.
2) All form groups should be mapped with standard forms.
3) Select form/class groups or groups/individual users as target respondents.
4) Select "online" mode if students will fill in the questionnaire through web interface. Otherwise, you should select "offline" mode and distribute a copy of questionnaire to target respondents.
5) Announce the start and end dates of publication.

1.7   Administering ESR Questionnaire

1) Ensure that you have received a password from the Indicators Section.
2) Ensure that the system clock of the ESDA server is properly set up.
3) Ensure that the ESDA server is connected to the Internet as this is necessary for publishing an ESR questionnaire.

4) Select the principal, teachers and specialists (for special schools) in the target user list.

5) Only "Online" mode is provided. Once the questionnaire is activated, the duration for completion is 3 weeks. You should inform the target respondents of the start and end dates.

1.8 Administering SDA Questionnaire

1) Ensure that you have received a password from the Indicators Section.

2) Ensure that the system clock of the ESDA server is properly set up.

3) Ensure that the ESDA server is connected to the Internet as this is necessary for publishing and running a SDA survey.

4) Select the principal, teachers and specialists (for special schools) in the target user list.

5) Only "Online" mode is provided. The duration for completion is specified in the notification mail. You should inform the target respondents of the start and end dates.

1.9 Administering CR Questionnaire

1) Ensure that you have received a password from the Indicators Section.

2) Ensure that the system clock of the ESDA server is properly set up.

3) Ensure that the ESDA server is connected to the Internet as this is necessary for publishing and running a CR survey.

4) Select the principal, teachers and specialists (for special schools) in the target user list.

5) Only "Online" mode is provided. The duration for completion is specified in the notification mail. You should inform the target respondents of the start and end dates.

1.10 Other Tasks

1) You can download the user list with submission status of published online questionnaires and inform users who have not submitted the questionnaire.

2) You can extend the deadline if some respondents have not submitted the questionnaire after deadline.

3) You can export the responses to KPM items when the response rate has reached 100% before the End Date or the time for doing the survey has ended, i.e. the current date is after the end date.

Chapter 2 : Survey Administration

2.1   Understanding Survey Types and Modes

There are three types of survey, namely, 1.Stakeholder Survey, 2.APASO-II, and 3.ESR, SDA and CR Questionnaire. The following is the description of these surveys.

1. Stakeholder Survey – It is a measure to help schools collect views from teachers, students and parents (random sampling of students and parents across different grade levels) on the major aspects of school work to facilitate school self-evaluation process. The survey results form part of the Key Performance Measures (KPM). Generally speaking, schools can decide whether to administer the Stakeholder Survey annually according to the needs of the schools. In the final year of the school's current school development plan (SDP), schools should administer the survey so as to enable schools to evaluate the outcomes of the SDP to enhance sustainable development.

2. APASO-II – It allows schools to assess students' performance and development in the affective and social domains. This tool is applicable to Hong Kong primary (P3 – P6) and secondary (S1 – S6) school students. One of the assessment scales, Attitudes to School, form part of the Key Performance Measures.
Please refer to the KPM website (http://kpm.edb.gov.hk) & APASO website (http://apaso.edb.gov.hk) for details.

ESR, SDA and CR Questionnaire – This survey is designed for collecting views from principals and teachers after the completion of ESR or CR in their schools.

According to the properties of the surveys, the surveys can be classified into two types as outlined in Table 2.1.

Type I Survey	Type II Survey
1. The surveys can only be administered once per year.	1. The surveys can be administered more than once per year.
2. The collected responses can be submitted to the Indicators Section through the Data Submission module of ESDA.	2. The collected responses can be submitted to the Indicators Section on an optional basis.
3. All surveys must be assigned to a system group (Teacher, Student, Parent, etc).	3. Surveys can be assigned to classes or forms.
	4. Surveys can be assigned to specific groups or users.

The duration between administrations of APASO Surveys should be at least half a year within the same school year.

<div align="center">Table 2.1 (Properties of Type I and Type II Survey)</div>

❦Notes:

> You should export the responses of the surveys to KPM items. For details, please refer to the Operation Manual.

2.2 Preparing Survey for a New School Year

To prepare ESDA surveys for a new school year, schools are required to complete the following steps:

- Change School Year Setting
- Import User List
- Import Survey Packages
- Import Reference Data Packages

2.2.1 Change School Year Setting

Survey Administrator may refer to ESDA Operation Manual for details. To change to a new school year, Survey Administrator may follow the steps below:
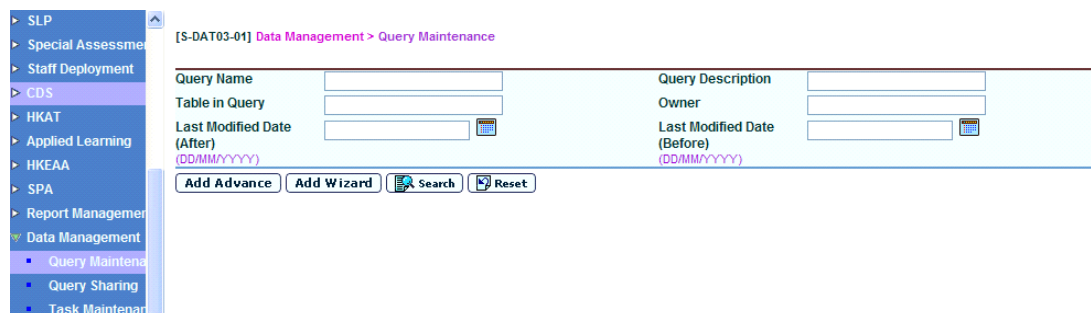
School Year				
Current School Year	**School Year**	**KPM Phase No.**	**APASO Phase No.**	**Enable Data Input**
○	2004-05	KPM2003	APASO-I	☐
○	2005-06	KPM2003	APASO-I	☐
○	2006-07	KPM2003	APASO-I	☐
○	2007-08	KPM2003	APASO-I	☐
○	2008-09	KPM2008	APASO-I	☐
○	2009-10	KPM2008	APASO-I	☐
○	2010-11	KPM2008	APASO-II	☐
○	2011-12	KPM2011	APASO-II	☑
○	2012-13	KPM2011	APASO-II	☑
○	2013-14	KPM2011	APASO-II	☑
●	2014-15	KPM2011	APASO-II	☑
○	2015-16	KPM2011	APASO-II	☐
Delete All Currently Published SHS		Delete All Currently Published APASO Questionnaires	Fix School Year	Save Back

1) Mouse over [System Tools] and then click [System Setting].
2) Click [School Year Setting] button.
3) Check the appropriate school year in the "Current School Year" section.
4) Check "Enable Data Input" of the school year.
5) Click [Save] button.

2.2.2   **Import User List**

Survey Administrator may refer to ESDA Operation Manual for details. To create student accounts for a new school year, Survey Administrator may follow the steps below:

1)   Logon to WebSAMS, select "Data Management" > "Query Maintenance".
2)   Run the following query and output the result to an Excel file:

```
SELECT a.SCHYEAR, '#' || a.REGNO as REGNO, a.CLASSLVL,
a.CLASSCODE, a.CLASSNO, a.ENNAME, a.CHNAME, a.SEX, 's' || a.REGNO as LOGINID,
's' || a.REGNO as PASSWORD, DATEFORMAT(a.DOB, 'YYYY/MM/DD') as DOB,
a.HEIGHT, a.WEIGHT from VW_STU_LATESTSTUDENT a where a.schyear =2014
order by a.classlvl, a.classcode, a.classno
```

3)   Open the resulting Excel file with "Microsoft Excel".
4)   Logon to ESDA, mouse over [User Management] and then click [Import User List].
5)   Browse the EXCEL file as mentioned in step 3 above.
6)   Check group: "Student and Parent".
7)   Click "Upload" button.
8)   Click "Next Step" button.
9)   Click "Next Step button.
10)   In Form Mapping page, select the corresponding standard forms and click "Save" button.

2.2.3 Import Survey Packages

To import survey packages, Survey Administrator shall download the latest survey package from ESDA website and follow the steps below:

1) Mouse over [Survey Administration] and then click [Import Survey Package].
2) Click "Import Stakeholder Survey Package".
3) Browse a Stakeholder Survey package file and then click the "Import" button.

> ✎ *Notes:*
>
> Survey Administrator may find various Stakeholder Surveys in the list. Mouse over [Survey Administration] and then click [Survey Administration]. Follow Chapter 3 to publish those Stakeholder Surveys.

2.2.4 Import Reference Data Packages

To import Reference Data packages, Survey Administrator shall get the latest package from ESDA website and follow the steps below:

1) Mouse over [Report Viewer] and then click [Import Reference Data Package].
2) Click "Import Reference Data Package".
3) Browse a Reference data package file and then click the "Import" button.

Chapter 3 : Publishing Survey

Upon importing Stakeholder Surveys for the school year, Survey Administrator may publish the survey for target respondents to complete. The following section describes how to publish different types of ESDA survey.

	Survey Title	Start/End Date	Target Respondents	Mode	Response Rate	
☐	Teacher Questionnaire	~	Teacher	Offline	78.79% [52/66]	Details
☐	Student Questionnaire	~	Student	Offline	24.5% [219/894]	Details
☐	Parent Questionnaire	~	Parent	Offline	24.5% [219/894]	Details
Export to KPM Item				Offline Survey Import		Publish Survey

3.1 Publishing APASO-II Survey

3.1.1 Select Target Users Form Class or Form

Assessment Program for Affective and Social Outcomes

【Note (1) : If the number of respondents of a target group for analysis is less than 10, then no statistic will be reported for that scale. 】
【Note (2) : Copyright: All scales and items in APASO-II are subject to the protection of intellectual property rights. In accordance with the agreement of use, the Education Bureau authorized schools in Hong Kong exclusively to use them as a tool to assess students' performance in the affective and social domains in order to collect related data for school self-evaluation. Apart from the above-mentioned purpose, any reproduction, adaptation, distribution or provision of such work with copyright to the public is strictly prohibited. If anyone wants to use these tools for other purposes such as academic research, please contact the original author directly.】

User Manual   Technical Manual on Scales   Technical Manual on Rasch Measurement

Pre-defined Survey

To publish a survey using the given scale/subscale combination

Self-Concept	Details	Preview	Publish
Health & Well Being	Details	Preview	Publish
Stress Management	Details	Preview	Publish
Interpersonal Relationships	Details	Preview	Publish
Attitudes To School (Applicable to KPM13)	Details	Preview	Publish
Motivation	Details	Preview	Publish
Learning Competency	Details	Preview	Publish

1) Mouse over [Survey Administration] and then click [Survey Administration].
2) Click [Publish Survey].
3) Click [Publish] button next to the APASO surveys (e.g. "Self Concept").
4) Click the radio button next to "From Class or Form (All Users or Random Selection)" and then click [Select User].

5)   Select target users (All students, Form or Class) and selection method (All users within the selected groups or random selection), and then click [OK].

6)   Select the Mode (Online or Offline) as well as Start / End Date, input objectives, and then click [Save].

> ✍ *Notes:*
>
> The system can only select target users from the first list (i.e. "From Class or Form") or the second list (i.e. "From Group or Individual User") but not both.

3.1.2   Select Target Users from Group or Individual User

1) Mouse over [Survey Administration] and then click [Survey Administration].
2) Click [Publish Survey].
3) Click the [Publish] button next to the APASO surveys (e.g. "Self Concept")".
4) Click the radio button next to "From Group or Individual User (Manual Selection)", and then click [Select User].

5) Select target users (All students, Form or Class) and selection method (All users within the selected groups or random selection), and then click [OK].

6) Select the "Mode" (Online or Offline) as well as "Start / End Date", input objectives, and then click [Save].

> ✋*Notes:*
>
> The System can only select target users from the first or second selection method but not both.

3.2 Administrating APASO-II Survey

> ✋*Notes:*
>
> Unlike APASO-I system, there is only one questionnaire for "Attitudes to School"; Schools may run the survey several times a year and extract data from any one time frame to KPM value. Operation steps as following:

Published Survey				Survey Type : APASO ▾	Year : ▾
☐ **Survey Title**	**Start/End Date**	**Target Respondents**	**Mode**	**Response Rate**	
○ Attitudes To School	~	Student [All]	Offline	0% [0/586]	Details
Values	~	Student [All]	Offline	0% [0/586]	Details
○ Attitudes To School	~	P3 [All]	Online	0% [0/154]	Details
Export to KPM Item				Offline Survey Import	Publish Survey

1) Mouse over [Survey Administration] and then click [Survey Administration].
2) In the list, there may be several published "Attitudes to School" in the interface with a radio button next to the survey.
3) Select the target survey and click "Export to KPM Item" button. It is noted that only one "Attitudes to School" survey can be selected for each school year.
4) If you wish to export the survey responses to the KPM item "Attitudes to school", you should publish the pre-defined survey "Attitudes to school". You can either select all students or a certain number of randomly selected students from each class level, provided that the number of students in the class level is not less than 35, to ensure that your sample is representative.

3.3 Creating School Concerned APASO-II Survey

3.3.1 Creating an user-defined survey

1) Mouse over [Survey Administration] and then click [Survey Administration].

2) Click [Publish Survey].

3) Click [Add Survey] button next to the User-defined survey.

4) Select target APASO-II subscales items.

5) Enter the survey title, purpose and click [Submit] button.

3.3.2   Publishing an user-defined survey

1)   Mouse over [Survey Administration] and then click [Survey Administration].

2)   Click [Publish Survey].

3)   User-defined surveys that were created before will be displayed.

Independent Learning Capacity	Details	Preview	Publish
Values	Details	Preview	Publish
User-defined Survey			
To publish a survey using school's own scales/sub-scales combination in accordance with school's own needs, Please refer to the examples and principles in selecting scales/subscales.			Add Survey
My Concern	Delete	Preview	Publish
Stakeholder Survey			

4)   Click [Publish] button next to the survey and follow steps 3.1.1-3.1.2 to publish an APASO-II survey.

3.4   Publishing Stakeholder Survey for Teachers

1)   Mouse over [Survey Administration] and then click [Survey Administration].

2)   Click [Publish Survey].

3)   Click the [Publish] button next to the Teacher Questionnaire.

4)   Select the "Mode" and "Start / End Date", input objectives, and then click [Save].

✆Notes:

(1) The Teacher group is selected by default, you can select additional groups or users by clicking [Select User].

(2) The objectives (both Chinese and English) are provided by default, you can change the objectives if necessary.

(3) The system shows the teacher list within the teacher group. You should ensure that all the teachers (including the principal) are shown in the list. Otherwise, you should select the missing target users by clicking the "Select User" button.

3.5   Publishing Stakeholder Survey for Students

1) Mouse over [Survey Administration] and then click [Survey Administration].
2) Click [Publish Survey].
3) Click the [Publish] button next to the Student Questionnaire.
4) Click [Draw User], select the "Mode" and "Start / End Date", input objectives and then click [Save].

✎ *Notes:*

(1) The system draws students randomly from each class and the user list will be shown in the target user list. You can download the user list after publishing the survey.

(2) The objectives (both Chinese and English) are provided by default, but you can change them if necessary.

(3) For special schools, target users are selected by Survey Administrator.

✎ *Tips:*

S6 students who have left schools after examinations can be excluded from this survey.

3.6   Publishing Stakeholder Survey for Parents

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1) Mouse over [Survey Administration] and then click [Survey Administration].
2) Click [Publish Survey].
3) Click the [Publish] button next to the Parent Questionnaire.
4) Click [Draw User], select the "Mode" and "Start / End Date", input objectives, and then click [Save].

✍ *Notes:*

> *(1)* The system draws parents randomly from each class and the user list will be shown in the target user list. You can download the user list after publishing the survey.
>
> *(2)* For special schools, all parents are requested to fill in the survey. Therefore, instead of "Draw User" button, it shows "All Parents" button and the system assigns this survey to all parent accounts.
>
> *(3)* The objectives (both Chinese and English) are provided by default, but you can change them if necessary.

✍ *Tips:*

> *Parents of S6 students who have left schools after examinations can be excluded from the survey.*

3.7   Publishing Stakeholder Survey for Specialists (For Special Schools only)

1) Mouse over [Survey Administration] and then click [Survey Administration].
2) Click [Publish Survey].
3) Click [Publish] button next to the Specialist Questionnaire.
4) Select the "Mode" and "Start / End Date", input objectives, and then click [Save].

✍ *Notes:*

> *(1)* The Specialist group is selected by default. You can select additional groups or users by clicking [Select User].

> *(2)* The objectives (both Chinese and English) are provided by default, you can change the objectives if necessary.
>
> *(3)* The system shows the specialist list within the specialist group. You should ensure that all the specialists are shown in the list. Otherwise, you should select the missing target users by clicking the "Select User" button.

3.8   Publishing ESR Questionnaire

1)   Mouse over [Survey Administration] and then click [Survey Administration].

2)   Click [Publish Survey].

3)   Click [Publish] button next to the ESR Questionnaire.

Post-ESR Survey				
Questionnaire on ESR				Publish
School Development and Accountability Framework Survey				
Questionnaires for School Development and Accountability Framework				Publish
Questionnaire on Comprehensive Review				
Questionnaire on Comprehensive Review				Publish
				Back

4)   Enter a password and then click [Save]. The password will be provided by the ESR team leader when the draft ESR report is issued to the school by mail. This survey is only applicable to schools that have undergone ESR in the current school year.

[KPM2011] > Survey Administration > Survey Administration > Publish Survey > Questionnaire on ESR Survey Administration

Questionnaire on ESR Survey Administration	Year : 2014-15
Password: [ ]	
	Save Back

5)   Click [Select User] to select target user and then click [Save].

[KPM2011] > Survey Administration > Survey Administration > Publish Survey > Questionnaire on ESR Survey Administration

Questionnaire on ESR Survey Administration	Year : 2014-15
Start/End Date: From 2014/09/22 To 2014/10/22	
Target Users: [ ] Select User	
	Save Back

> ✆ **Notes:**
>   Schools can select target users but not Start/End Date of the questionnaire.
>   The questionnaire should be completed within three weeks.

3.9 Publishing SDA Questionnaire

1) Mouse over [Survey Administration] and then click [Survey Administration].

2) Click [Publish Survey].

3) Click [Publish] button next to the SDA Questionnaire.

Post-ESR Survey			
Questionnaire on ESR			Publish
School Development and Accountability Framework Survey			
Questionnaires for School Development and Accountability Framework			Publish
Questionnaire on Comprehensive Review			
Questionnaire on Comprehensive Review			Publish
			Back

4) Enter a password and then click [Save]. The password will be available in the EDB letter.

[KPM2011] > Survey Administration > Survey Administration > Questionnaires for School Development and Accountability Framework > Questionnaires for School Development and Accountability Framework Survey Administration

Questionnaires for School Development and Accountability Framework Survey Administration	Year : 2014-15
Password:	
	Save Back

5) Click [Select User] to select target user and then click [Save].

> ✑ *Notes:*
>
> Schools shall check the Start/End Date of the questionnaire. The questionnaire should be completed within period.

3.10 Publishing CR Questionnaire

1) Mouse over [Survey Administration] and then click [Survey Administration].

2) Click [Publish Survey].

3) Click [Publish] button next to the CR Questionnaire.

Post-ESR Survey			
Questionnaire on ESR			Publish
School Development and Accountability Framework Survey			
Questionnaires for School Development and Accountability Framework			Publish
Questionnaire on Comprehensive Review			
Questionnaire on Comprehensive Review			Publish
			Back

4)   Enter a password and then click [Save]. The password will be available in the EDB letter.

Questionnaire on Comprehensive Review Administration	Year : 2014-15
Password: [ ]	
	Save Back

5)   Click [Select User] to select target user and then click [Save].

Questionnaire on Comprehensive Review Administration	Year : 2014-15
Survey Title: Questionnaire on Comprehensive Review (CR)	
Start/End Date: From 2014-09-30 To 2014-10-31	
Target Users: [ ]	
Select User	
	Save Back

✍ *Notes:*

> Schools shall check the Start/End Date of the questionnaire. The questionnaire should be completed within period.

Chapter 4 : Doing Survey

Survey Administrator may conduct (or coordinate with other teachers to conduct) ESDA surveys inside school. The following sections provide a brief description of how to do ESDA surveys.

4.1   Filling in Stakeholder Survey

Teacher Questionnaire			
Teacher Information			
Item	**0 - 5 year(s)**	**6 - 10 years**	**11 years or over**
E. I have taught in this school for(Method of calculation: 6 months or more counts as 1 year, less than 6 months counts as 0 years, e.g. at the time of conducting the questionnaire, a teacher having taught for 5 years and 5 months should select the option	○	○	○

My views on school management						
Item	**Strongly agree**	**Agree**	**Neutral**	**Disagree**	**Strongly disagree**	**Don't know / NA**
1. The school has a clear direction of development.	○	○	○	○	○	○
2. The school strategically formulates its development plan(s) in line with its direction of development.	○	○	○	○	○	○
3. The school's decision-making process is transparent.	○	○	○	○	○	○
4. The school monitors its work effectively.	○	○	○	○	○	○
5. The school systematically collects data on Learning and Teaching with a view to monitoring students' performance and progress.	○	○	○ Neutral	○	○	○
6. The school actively reports to teachers, students and parents results of its self-evaluation.	○	○	○	○	○	○

My views on school's professional leadership						
Item	**Strongly agree**	**Agree**	**Neutral**	**Disagree**	**Strongly disagree**	**Don't know / NA**
7. The principal provides effective guidance to the continuous development of the school.	○	○	○	○	○	○
8. The principal oversees school work effectively.	○	○	○	○	○	○

1)   Mouse over [Survey] and then click [Survey].
2)   On the not-yet-finished survey list, click [View].
3)   View the instructions and then click [Start].
4)   Fill in the survey.
5)   To submit the survey, click [Confirm].

Notes:

You must respond to all questions. Otherwise, you cannot submit the questionnaire. Please refer to section 2 for the difference between this survey and APASO surveys.

4.2 Filling in APASO Survey

Ethical Conducts				
Item	**Strongly Disagree**	**Disagree**	**Agree**	**Strongly Agree**
1. I am committed to my family.	○	○	○	○
2. I am faithful to my peers.	○	○	○	○
3. I set and keep my goals.	○	○	○	○
4. I take great care to meet my appointments.	○	○	○	○
5. I take care to play my role in groups I occasionally join.	○	○	○	○
6. I think "to follow socially accepted rules" is important.	○	○	○	○
7. I think "to forgive people who treat me badly" is important.	○	○	○	○
8. I think "to respect people with high moral standard" is important.	○	○	○	○
9. I think "to reflect critically on myself when seeing something immoral happen" is important.	○	○	○	○
10. I keep a healthy life style.	○	○	○	○
Item	**Strongly Disagree**	**Disagree**	**Agree**	**Strongly Agree**
11. I do not endanger myself unnecessarily.	○	○	○	○
12. I do not over-indulge in things I like.	○	○	○	○

1) Mouse over [Survey] and then click [Survey].
2) On the not-yet-finished survey list, click [View].
3) View the instruction and then click [Start].
4) Fill in the survey.
5) To submit the survey, click [Confirm].

✎ *Notes:*

> You are allowed to submit the questionnaire without responding to all questions. However, the system will alert you to any un-filled questions in the first submission. For the second submission, the system will again alert you to any un-filled questions but you can still submit the questionnaire. Please refer to Section 2 for the difference between APASO surveys and Stakeholder Surveys in this regard.

4.3 Filling in ESR Questionnaire

When a school has undergone External School Review, the principal and teachers of the school are invited to fill in an ESR Questionnaire.

23. There was adequate discussion among our school staff before finalising our written response to the ESR report.	○	○	○	○	○	○
24. ESR helps me reflect on the effectiveness of our school work.	○	○	○	○	○	○
25. The amount of preparatory work done by our school for ESR was appropriate.	○	○	○	○	○	○
26. Pressure resulting from ESR was reasonable.	○	○	○	○	○	○
27. The entire ESR process was open and transparent.	○	○	○	○	○	○
28. On the whole, I am satisfied with the ESR process.	○	○	○	○	○	○

If you have other comments, please specify below :

[Confirm] [Close]

1) Mouse over [Survey] and then click [Survey].
2) On the not-yet-finished survey list, click [View].
3) View the instruction and then click [Start].
4) Fill in the survey.
5) To submit the survey, click [Confirm].

> ✎ *Notes:*
>
> If you cannot load the questionnaire or cannot submit the questionnaire, please contact your System Administrator to check the Internet connection of the ESDA server.

4.4 Filling in SDA Questionnaire

When a school has undergone External School Review, the principal and teachers of the school are invited to fill in a SDA Questionnaire.

1) Mouse over [Survey] and then click [Survey].
2) On the not-yet-finished survey list, click [View] button next to a SDA survey.
3) View the instruction and then click [Start].
4) Fill in the survey.
5) To submit the survey, click [Confirm].

> ✎ *Notes:*
>
> If you cannot load the questionnaire or cannot submit the questionnaire, please contact your System Administrator to check the Internet connection of the ESDA server and your workstation.

4.5   Filling in CR Questionnaire

When a school has undergone Comprehensive Review, the principal and teachers of the school are invited to fill in a CR Questionnaire.

1)   Mouse over [Survey] and then click [Survey].
2)   On the not-yet-finished survey list, click [View] button next to a CR survey.
3)   View the instruction and then click [Start].
4)   Fill in the survey.
5)   To submit the survey, click [Confirm].

❦Notes:

If you cannot load the questionnaire or cannot submit the questionnaire, please contact your System Administrator to check the Internet connection of the ESDA server and your workstation.

4.6   Filling in Offline Survey

ESDA allows Stakeholder and APASO Surveys to be done in offline mode; i.e. respondents will answer the questionnaire by paper and pen and the Survey Administrator will enter the responses into the ESDA server manually. For details, please read the next chapter.

Chapter 5 : Data Operator Guide

Survey Administrator may coordinate with Data Operator to perform data input on various ESDA modules. The following sections provide a brief description of the major tasks that a Data Operator should perform in various situations. Data Operator should possess "Data Input" privilege in order to perform the tasks.

Contact your System Administrator to ensure that the following items are ready.
- School years that you are going to input data are enabled.
- A csv file has been extracted from APASO application (for APASO data).
- Results of sub-scale values of Stakeholder Survey of previous years (for Stakeholder Survey data).

5.1 Inputting KPM Data

- Collect the values of different KPM items from school personnel involved in preparing KPM data.
- Input values for the KPM items and define their status ("Partially Completed/Completed" or "Draft"). Only data which are marked as "Partially Completed/Completed" will be extracted and submitted to the Indicators Section of the Education Bureau.

1) Mouse over [Data Input] and then click [Input KPM Data].
2) Click a KPM item. (Below is an example for primary school. Items for secondary and special schools will differ.)
3) Enter the values and click [Save].

5.2   Inputting Physical Development Data

In ESDA version 3.0 or above, students' height and weight information are stored in student records. Students' Physical Development data can be calculated from the student account records.

Class	No. of Records Uploaded	No. of Students
1A	(S1) 37	37
1B	(S1) 39	39
1C	(S1) 36	36
1D	(S1) 34	34
2A	(S2) 37	37
2B	(S2) 39	39
2C	(S2) 36	36
2D	(S2) 34	34
3A	(S3) 37	37
3B	(S3) 39	39
3C	(S3) 36	36
3D	(S3) 34	34
4A	(S4) 40	40
4B	(S4) 40	40
4C	(S4) 35	35
4D	(S4) 39	39
5A	(S5) 44	44
5B	(S5) 38	38
5C	(S5) 33	33
5D	(S5) 39	39
6A	(S6) 41	41
6B	(S6) 40	40
6C	(S6) 30	30
6D	(S6) 37	37

Refresh Data   Export to KPM Item (KPM21)   Back

1)   Mouse over [Data Input] and then click [Physical Development].

2)   Click [Student Data Summary].

3)   Click [Refresh Data].

4)   Click [Export to KPM Item (KPM21)].

5)   Click [Confirm].

5.3   Importing Offline Survey Responses

Survey Administrator may publish ESDA survey in offline mode. Respondents may do the survey by means of paper and pen. Data are then manually input into the ESDA server.

In general, Data Operator shall do the following tasks:
-      Collect offline survey responses (e.g. hard copies).
-      Download a csv template and input the responses into the csv file.
-      Import the filled csv file into the ESDA.
-      When all responses have been stored into ESDA, export the results to KPM Item.

Chapter 6 : Data Submission

To prepare ESDA data for submission, Survey Administrator can send data to EDB by either step below.

- Send data file to EDB directly
- Prepare data file and send it via CDS

6.1 Sending Data File to EDB

The Data Preparation module can pack ESDA data and user folder into a single file to facilitate schools' submission of data to EDB. Please refer to the Operation Manual Section 8.2 on how to export KPM data. In general, Survey Administrator may follow the steps below to prepare an ESDA data pack:

1) Mouse over [Data Submission] and then click [Data Preparation].
2) Click [Data Preparation for Submission].
3) Select the checkbox(es) next to school year and then click [Next Step].

Step 1: Select the year(s) of data to be submitted, and then press 'Next Step'					
Data Preparation for Submission					
			Year		
	☐ 2011-12	☐ 2012-13	☑ 2013-14	☑ 2014-15	☐ 2015-16
			Status		
APASO-I					
1.　　Attitudes to School (KPM Related)	Completed	Completed	Completed	Completed	Not Start
Stakeholder Survey					
1.　　Teacher Questionnaire	Completed	Completed	Completed	Completed	Not Start
2.　　Student Questionnaire	Completed	Completed	Completed	Completed	Not Start
3.　　Parent Questionnaire	Completed	Completed	Completed	Completed	Not Start
Management & Organisation					
KPM01. Stakeholders' perception of School Management	Completed	Completed	Completed	Completed	Not Start
KPM02. Stakeholders' perception of Professional Leadership	Completed	Completed	Completed	Completed	Not Start
KPM03. Stakeholders' perception of Teachers' Professional Development	Completed	Completed	Completed	Completed	Not Start

4) Click [Send to EDB] and then save the file as backup.*

| Step 2: Check for the submission summary, and then press 'Export' to download a data file.		
Data Preparation for Submission Summary		
KPM Item(Year): 2013-14　2014-15		
	Send to EDB	Export	Back

* If you are planning to send data pack to EDB via CDS, Click [Export] and save the file.

> ✍ *Notes:*
>
> The system will automatically run the KPM item checking to the selected year(s). Users shall edit the KPM item values so as to comply with the required conditions.

6.2 Sending Data via CDS

Before schools submit survey data to EDB, you may wish to attach soft copy of documents. Please refer to Appendix 2 of the Operation Manual on how to send file to EDB via CDS. In general, Survey Administrator may follow the steps below:
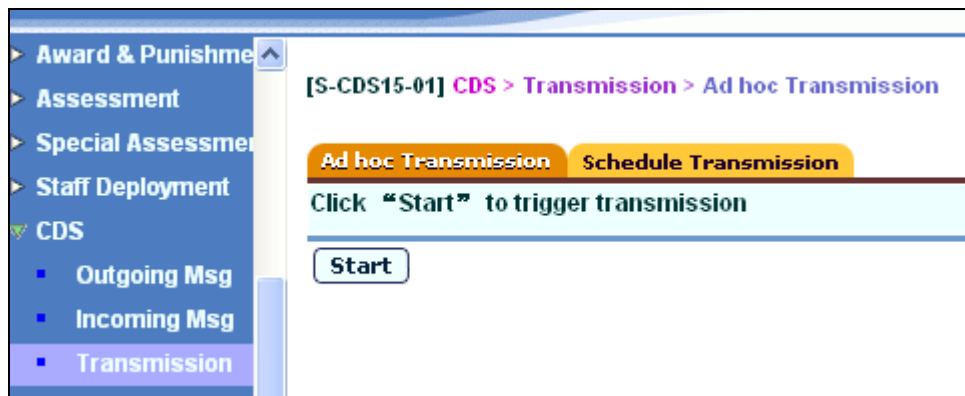
1) Logon to WebSAMS and get the CDS page: "CDS > Transmission > Ad hoc transmission" page and then click [Start].
2) To send files to the Indicators Section, access "CDS > Outgoing Message > Maintain Message" page and then click [Add] button
3) Select "ESDA (ESDA) SCHOOL (SCH)" from "Subject (Code) Type (Code)".
4) Browse the data file as exported from Section 6.2 above.
5) Click [Encrypt] button to send the file.

-- End --