中 華 人 民 共 和 國 香 港 特 別 行 政 區 政 府 總 部 教 育 局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

本局檔號 Our Ref.: EDB(QAD/Ind)/PI/1/1(7)

來函檔號 Your Ref.:

電話 Telephone: 2892 6533

傳真 Fax Line: 2119 9074

29 September 2023

Dear Principal,

Submission of Key Performance Measures (KPM) Data of the 2023/24 School Year

According to the Education Bureau (EDB) Circular No. 15/2022, starting from the 2023/24 school year, schools are required to annually collect the KPM data, including the relevant data of the Stakeholder Survey (SHS) and Assessment Program for Affective and Social Outcomes (APASO), to conduct school self-evaluation (SSE).   In addition to reporting the data to the Incorporated Management Committee/School Management Committee, schools should submit the data to the EDB for compilation of reference data to facilitate SSE, and for better understanding of the current situation of school education.

In this school year, schools have to submit the KPM data (see Annex 1) via the e-platform for School Development and Accountability (ESDA) **on or before 3 May 2024 (Friday).**   Schools are advised to make early planning on collecting and compiling related data.   Since APASO-III for primary schools will be launched later in the 2023/24 school year, primary schools should conduct APASO survey after the launch of APASO-III.   The procedures and points to note in relation to the input and submission of the KPM data are provided in Annex 2 for reference.   For details of ESDA, please visit the EDB webpage (http://edb.gov.hk/esda).

The EDB will conduct an online briefing session in November 2023 to explain to schools the requirements of each KPM item and the points to note when submitting related data.   Schools are requested to fill in the online form about the information of one teacher taking charge of the KPM data on or before 13 October 2023 (see Annex 3).   The EDB will invite the teacher in-charge to attend the online briefing session later and inform him/her of the latest updates of the KPM via email from time to time.

For enquiries about data collection and submission, please contact Ms LAM Sze-man, Assistant Project officer, on 2892 6476.

Yours faithfully,

(YEUNG Un-wai)
for Secretary for Education

c.c.　School Supervisor

Key Performance Measures (KPM) data to be submitted
2023/24 school year

	KPM Item	Applicable School Type			Remarks[1]
		Secondary	Primary	Special[2]	
1	Stakeholders' perception of School Management	✓	✓	✓	Data from SHS of the current school year to be imported through ESDA.
2	Resources deployment	✓	✓	✓	Please submit data of the current school year.
3	Stakeholders' perception of Professional Leadership	✓	✓	✓	Data from SHS of the current school year to be imported through ESDA.
4	Stakeholders' perception of Teachers' Professional Development	✓	✓	✓	
5	Teachers' professional training	✓	✓	✓	Please submit data of the current school year.
6	Number of active school days	✓	✓	✓	
7	Percentage of lesson time for Key Learning Areas	✓	✓	✓	
8	Learning experiences relevant to national education	✓	✓	✓	
9	Subject choices at senior secondary levels	✓	-	✓	
10	Stakeholders' perception of Curriculum and Assessment	✓	✓	✓	Data from SHS of the current school year to be imported through ESDA.
11	Stakeholders' perception of Teaching	✓	✓	✓	
12	Stakeholders' perception of Student Learning	✓	✓	✓	
13	Stakeholders' perception of Support for Student Development	✓	✓	✓	
14	Stakeholders' perception of School Climate	✓	✓	✓	
15	Destinations of graduates	✓	-	✓	Please submit data of students graduated in 2023.
16	Stakeholders' perception of Home-school Cooperation	✓	✓	✓	Data from SHS of the current school year to be imported through ESDA.
17	Affective Development (To be confirmed)[3] (for Primary); Affective Development (for Secondary)	✓	✓	✓	Data from APASO survey of the current school year to be imported through ESDA.

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[1] For details on the requirements of each KPM item, please refer to the definitions and remarks of each item through ESDA.

[2] Special schools could flexibly adopt and collect KPM data in accordance with their own school context.

[3] The Assessment Program for Affective and Social Outcomes (3rd Version) (APASO-III) for primary schools will be launched later this school year. The related KPM item (i.e. KPM17) will be updated accordingly. **Primary schools please conduct school APASO survey after the launch of APASO-III.**

|	KPM Item	Applicable School Type			Remarks[1]
		Secondary	Primary	Special[2]	
18	Pre-S1 Hong Kong Attainment Test	✓	-	-	Please submit data for relevant Test/Examination in 2023.
19	Public examination results	✓	-	✓	
20	Academic value-added performance	✓	-	-	
21	Percentage of students participating in territory-wide inter-school competitions	✓	✓	✓	Please submit data of the current school year.
22	Percentage of students participating in uniformed groups/community services	✓	✓	✓	
23	Students' attendance rate	✓	✓	✓	
24	Percentage of students within the acceptable weight range	✓	✓	✓	
25	Physical fitness performance	✓	✓	✓	

**Guidance Notes on Input and Submission of
Key Performance Measures (KPM) Data**

A. Points to note

1. Please ensure that the version of e-platform for School Development and Accountability (ESDA) is v5.2.7 or above.   The latest version of ESDA is available for downloading from the EDB website (http://edb.gov.hk/esda).

2. Please ensure that your school's ESDA server is connected to the Internet.

B. Procedures for data input and submission

1. Activate ESDA.

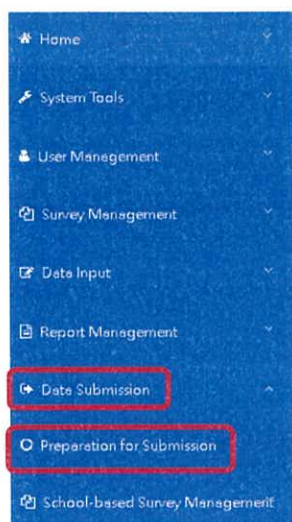2. a) Move the mouse pointer onto [Data Input] and then click [Data Input].
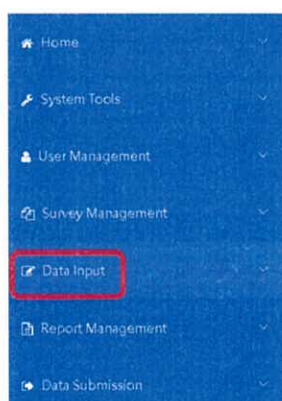
b) Move the mouse pointer onto [Input KPM Data] and then click [Input KPM Data].

c) Move the mouse pointer onto the KPM item for data input, click the item and then input data. (This part does not include data related to SHS and APASO. These data will be automatically exported to KPM item when the relevant function in the [Manage Survey] are selected.)
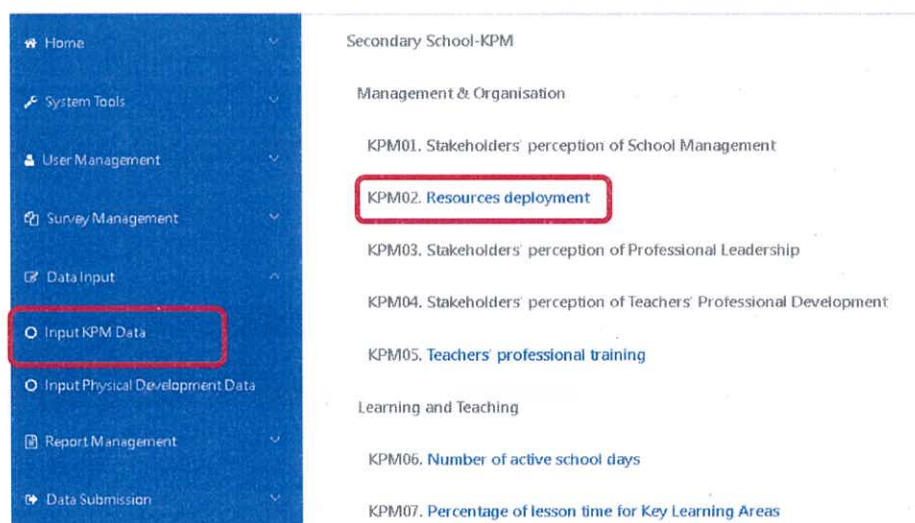
3. <u>After completion of data entry</u>, move the mouse pointer onto [Data Submission], click [Data Submission] and then click [Preparation for Submission].

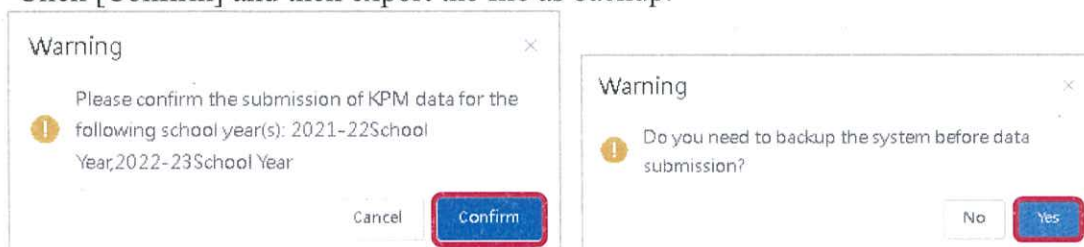4. a) Move the mouse pointer onto [CLO Authorisation] and then click [CLO Authorisation].

b) After completion of CLO Authorisation, move the mouse pointer onto [Direct Send to EDB] and then click [Direct Send to EDB].

Select the year(s) of data to be submitted						
				School Year		
		2017-18	2018-19	2019-20	2020-21	☑ 2021-22	☑ 2022-23
					Status	
1.	Attitude towards school	Not Start	Not Start	Not Start	Completed	Completed	
1a.	Affective Development						Completed
2.	Student Questionnaire	Not Start	Not Start	Not Start	Not Start	Not Start	Completed
3.	Parent Questionnaire	Not Start	Not Start	Not Start	Not Start	Not Start	Completed
4.	Teacher Questionnaire	Not Start	Not Start	Not Start	Not Start	Not Start	Completed
5.	APASO	Not Start	Not Start	Not Start	Completed	Completed	Completed
6.	Key Performance Measures (KPM)	Not Start	Not Start	Not Start	Partially Completed	Partially Completed	Completed
7.	KPM Detail	Detail	Detail	Detail	Detail	Detail	Detail
8.	Last submission Date	--	--	--	2023-04-27	2023-05-04	2023-05-04

CLO Authorisation   Direct Send to EDB   Send to EDB via other means

5. Click [Confirm] and then export the file as backup.

Warning ✕

⚠ Please confirm the submission of KPM data for the following school year(s): 2021-22School Year,2022-23School Year

Cancel   Confirm

Warning ✕

⚠ Do you need to backup the system before data submission?

No   Yes

C.   Telephone enquiry on ESDA: 2892 6577 or 2892 6544

Submission of the Information of the Teacher Taking Charge of the KPM Data

Notes:

1. Please ensure that the information has been approved by the Principal before submission.

2. Each school is required to submit the information of one teacher taking charge of the KPM data.

3. When there are briefing sessions or training courses on the KPM organised by the EDB, details will be sent to the email address of that teacher. The EDB will also inform him/her of the latest updates of the KPM via email from time to time.

4. Please return the above school personnel's information **on or before 13 October 2023**.

Input Information and Procedures:

1. Scan the following QR code or login URL

https://forms.gle/YbcMvmPooFk9e9ip9

2. Input all items marked with * in the e-form.

Name of school 學校名稱 *

Your answer

3. After the input is completed, click [Submit].

Regarding the above application, endorsement from the Principal has been sought *
以上提交的申請已獲得校長的核准

○ Yes 是

○ No 否

Submit   Clear form