



Final Report of Project

Project No. : 2011/0389

Part A

Project Title: Use of New Technology in School Administration

Name of Organization/School: St. Paul's Secondary School

Project Period: From 02/2013 (month/year) to 05/2014 (month/year)

Part B

Please read the Guidelines to Completion of Final Report of Quality Education Fund Projects before completing this part of the report.

Please use separate A4-size sheets to provide an overall report with regard to the following aspects:

1. Attainment of objectives
2. Project impact on learning effectiveness, professional development and school development
3. Cost-effectiveness – a self-evaluation against clear indicators and measures
4. Deliverables and modes of dissemination; responses to dissemination
5. Activity list
6. Difficulties encountered and solutions adopted

Name of Project Leader: _____

Name of Grantee: _____

Signature: _____

Signature: _____

Date: 22 August 2014

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** Final Report of Project should be submitted via "Electronic Project Management System" (EPMS). Once submitted, these reports are regarded as already endorsed by the supervisor of the school/the head of the organization or the one who signed the Quality Education Fund Agreement for allocation of grant on behalf of the organization.*



Guidelines to Completion of Final Report of Quality Education Fund Projects

Please elaborate the following items in your evaluation of the project. It is expected that the guide would provide a reference to the project leader/team in reflecting on the effectiveness of the project.

1. Attainment of Objectives

Table 1 : Attainment of Objectives

Objective statement	Activities related to the objective	Extent of attainment of the objective	Evidence or indicators of having achieved the objective	Reasons for not being able to achieve the objective, if applicable
To reduce teachers' workload by the use of IT in handling administrative work	<ul style="list-style-type: none"> ✧ Student Learning Portfolio System and Student Activity Administration System ✧ Workshops and trainings are offered to teachers to introduce the system 	90%	<ul style="list-style-type: none"> ✧ The time of the administrative for inputting the students' records are reduced. 	<ul style="list-style-type: none"> ✧ The input interface has been updated during the project period but some functions in the system have not yet been fixed.
To digitize and systemize administration, through using the administration system in an effective manner	<ul style="list-style-type: none"> ✧ Use of Student Learning Portfolio System and Student Activity Administration System ✧ Conversion of ECA records from the old system to the new system ✧ Reduction of paper work required by the teachers ✧ Customization of students reports to summarize the performance of each student 	90%	<ul style="list-style-type: none"> ✧ Students' records from the old system to the new system are successfully transferred. ✧ Students records can be inputted into the system directly and teachers are not required to submit the hard copies. ✧ Students can preview the activities they participated in the system. ✧ Students' SLP reports can be created effectively. 	<ul style="list-style-type: none"> ✧ There are still some bugs from the customized reports and the supplier is updating the functions.

2. Project Impact on

After the installation of the system, workload of teachers has been reduced. They are providing a systematic way to input the students' ECA records directly into the system, so as to lessen the use of paper. Teachers in charge of the ECA can check and monitor the performance of each student effectively. Form teachers can have a better understanding of the students through checking their past ECA records. Moreover, the system provides an easier way to handle the complicated data and generate school-based customized reports for Form 6 graduates and students who plan to study abroad.

Students can preview their ECA performance using the system throughout their secondary school life so as to better understand their strengths and weaknesses on specific OLE components. Students could develop a stronger sense of achievement as well as a sense of belonging to the school which will help them develop their potential in various OLE components.

3. Cost-effectiveness

Table 2: Budget Checklist

Budget Items <i>(Based on Schedule II of Agreement)</i>	Approved Budget (a)	Actual Expense (b)	Change [(b)-(a)]/(a) +/- %
Equipment	\$66 000	\$66 000	0%
Staff Cost	\$39 900	\$31 248	-22%
General Expense	\$5 000	\$4 000	-20%
Total	\$110 900	\$101 248	-8.7%

4. Deliverables and Modes of Dissemination

Table 3: Dissemination Value of Project Deliverables

Item description (e.g. type, title, quantity, etc.)	Evaluation of the quality and dissemination value of the item	Dissemination activities conducted (e.g. mode, date, etc.) and responses	Is it worthwhile and feasible for the item to be widely disseminated by the QEF? If yes, please suggest the mode(s) of dissemination.
N/A	N/A	N/A	N/A

5. Activity List

Table 4: Activity List

Types of activities (e.g. seminar, performance, etc.)	Brief description (e.g. date, theme, venue, etc.)	No. of participants			Feedback from participants
		teachers	students	others (Please specify)	
1.5 hours of Administration Training of the Administration Management System	4 June 2013	1			The training provides a brief idea for the administrator to handle the system.
Delivery and installation of the hardware and software	July – October 2013 School Server Room	3		Service Provider	Continuous updates are required to enhance a better web-interface and customized report generation.
Onsite Administration Training	13 November 2013 Computer Rm 3	3			Administrators need time to handle the operation of the system as well as data transfer from old system to new system.
Data transfer from old system to new system and upgrades of Platform	December 2013 to May 2014	3			
2 hours of Training of Platform	18 June 2014 Computer Rm 3	21			The system is useful and it can reduce the workload and time required in recording students' ECA performance.

6. Difficulties Encountered and Solutions Adopted

The specifications of the tender proposal were amended a few times before inviting potential tenders for the supply/service of the Student Learning Profile System. Moreover, continuous updating or testing sessions were made during the installation. Some functions were missing and cannot be processed during the installation. The data transfer from the old system to the new system was postponed. As a result, there is a delay in our implementation schedule and we applied for an extension of the end of the project period to 31 May 2014 instead of 31 January 2014 so as to have enough time to complete the project.

Since our school adopted a customized report for students, which are different from the format suggested by EDB, some data cannot be generated in the students' SLP reports. Besides, some functions in the system cannot fulfill what we require during the input progress. Continuous updates and modifications were made to enhance a user-friendly web interface. Therefore a training session for OLE team heads was held in June 2014 after the project period. Another training session for all teachers and students are postponed and will be held in late August 2014 and the new academic year respectively.

Overall speaking, the support from the service provider is efficient and they are willing to solve the technical problems. In the long run, our school believes that the system will work smoothly and effectively after the updates of the above clarification.

