



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)

電話 Telephone: 2892 6533

來函檔號 Your Ref.:

傳真 Fax Line: 2119 9074

27 September 2024

Dear Principal,

**Submission of Key Performance Measures (KPM) Data of the 2024/25 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 2 May 2025 (Friday)**. Schools are advised to make early planning on collecting and compiling related data. 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, schools please visit the EDB webpage (<https://edb.gov.hk/esda>).

— The EDB will re-run the online self-learning course on KPM starting from November 2024 to allow school personnel to revisit the requirements of various KPM items and the points to note when submitting data. Course details will be released later through the EDB Training Calendar. Schools are encouraged to arrange relevant personnel to enroll in the course. Furthermore, schools are requested to confirm or update the information of teacher taking charge of the KPM data of this year — through the online form **on or before 18 October 2024 (Friday)** (see Annex 3), in order that the EDB could continue informing the teachers in charge of the latest updates of the KPM via e-mail.

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

Yours faithfully,

A handwritten signature in black ink, consisting of a large, stylized loop that crosses itself, followed by a horizontal stroke.

(YEUNG Un-wai)  
for Secretary for Education

c.c. School Supervisor

**Key Performance Measures (KPM) data to be submitted  
2024/25 school year**

KPM Item		Applicable School Type			Remarks <sup>1</sup>
		Secondary	Primary	Special <sup>2</sup>	
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	✓	-	✓	Data from SHS of the current school year to be imported through ESDA.
10	Stakeholders' perception of Curriculum and Assessment	✓	✓	✓	
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	✓	✓	✓	Please submit data of students who graduated in 2024.
15	Destinations of graduates	✓	-	✓	
16	Stakeholders' perception of Home-school Cooperation	✓	✓	✓	Data from SHS of the current school year to be imported through ESDA.
17	Affective Development	✓	✓	✓	Data from APASO survey of the current school year to be imported through ESDA.
18	Pre-S1 Hong Kong Attainment Test	✓	-	-	

<sup>1</sup> For details on the requirements of each KPM item, please refer to the definitions and remarks of each item through ESDA.

<sup>2</sup> Special schools could flexibly adopt and collect KPM data in accordance with their own school context.

KPM Item		Applicable School Type			Remarks <sup>1</sup>
		Secondary	Primary	Special <sup>2</sup>	
19	Public examination results	✓	-	✓	Please submit data for relevant Test/Examination in 2024.
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	✓	✓	✓	

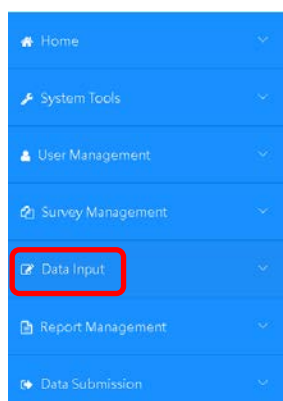
## Guidance Notes on Input and Submission of Key Performance Measures (KPM) Data

### A. Points to note

1. Please ensure that the version of e-platform for School Development and Accountability (ESDA) is v5.3.8 or above.
2. Please ensure that your school's ESDA server is connected to the Internet.

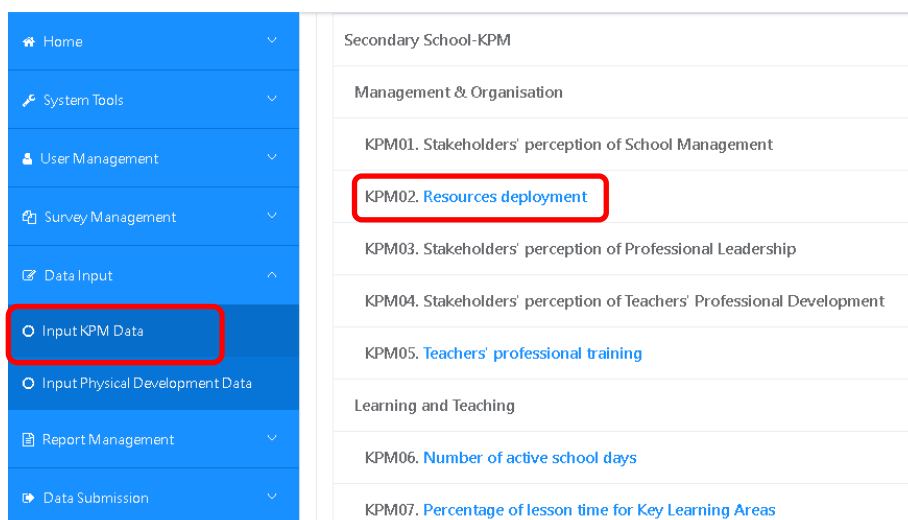
### B. Procedures for data input and submission

1. Activate ESDA.
2. a) Move the mouse pointer onto [Data Input] and then click [Data Input].

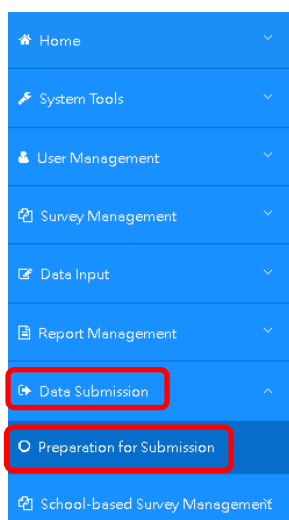


- b) Move the mouse pointer onto [Input KPM Data] and then click [Input KPM Data].

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.)



After completion of data entry, move the mouse pointer onto [Data Submission], click [Data Submission] and then click [Preparation for Submission].



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

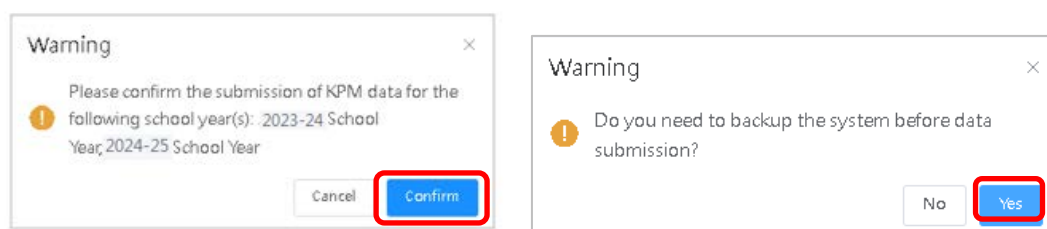
b) After completion of CLO Authorisation, move the mouse pointer onto [Direct Send to EDB] and then click [Direct Send to EDB].

Select the year(s) of data to be submitted

		School Year					
		<input type="checkbox"/> 2019-20	<input type="checkbox"/> 2020-21	<input type="checkbox"/> 2021-22	<input type="checkbox"/> 2022-23	<input checked="" type="checkbox"/> 2023-24	<input checked="" type="checkbox"/> 2024-25
		Status					
1a.	Students' attitudes to school	Completed	Completed	Completed			
1b.	Affective Development (Subscale and Item Report)	Not Start	Not Start	Completed	Completed	Completed	Not Start
2.	Student Questionnaire	Completed	Completed	Completed	Completed	Completed	Not Start
3.	Parent Questionnaire	Not Start	Completed	Completed	Completed	Completed	Not Start
4.	Teacher Questionnaire	Completed	Completed	Completed	Completed	Completed	Not Start
5.	Key Performance Measures (KPM)	Partially Completed	Completed	Partially Completed	Completed	Partially Completed	Not Start
		<a href="#">Detail</a>	<a href="#">Detail</a>	<a href="#">Detail</a>	<a href="#">Detail</a>	<a href="#">Detail</a>	<a href="#">Detail</a>
Last Submission Date		--	--	2023-08-03	2023-08-03	--	--

[CLO Authorisation](#)
[Direct Send to EDB](#)
[Send to EDB via other means](#)

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



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

## To Confirm or Update the Information of the Teacher Taking Charge of the KPM Data of this School Year

### Notes:

1. Schools please make use of the form in the link below to update the information of the teachers taking charge of KPM data for the current school year (e.g. post, email address). If there are no updates, please select “No” for the relevant question in the form for confirmation.
2. If the school needs to change the teacher taking charge of the KPM data, please ensure that the change has been approved by the Principal before the submission of information.
3. Please return the online form **on or before 18 October 2024 (Friday)**.


### Input Information and Procedures:

1. Scan the following QR code or login URL

	<a href="https://forms.office.com/r/cK9Xe4kiFM">https://forms.office.com/r/cK9Xe4kiFM</a>
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2. Input all items marked with\* in the e-form.

1. Please select the school district 請選擇學校地區

\* 

選取您的答案 ▼

3. Select “Does the school need to update the information of the teacher taking charge of KPM data of this school year?”

3. Does the school need to update the information of the teacher taking charge of KPM data of this school year?  
學校是否需要更新本學年負責「學校表現評量」教師的資料? \*

☐ Yes 是 (請繼續完成第4題) (Please continue to complete Question 4)  
☐ No 否

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

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Inspector (Indicators)2 of Indicators Section at Room 1214, 12/F, Wu Chung House, Wan Chai or email to [ind2@edb.gov.hk](mailto:ind2@edb.gov.hk).

上一步
提交