## 2022 香港環境卓越大獎(學校界別) 及其特別獎項 – 最佳環境教育方案大獎 申請及評審系統使用指南

#### 2022 Hong Kong Awards for Environmental Excellence (Schools Sector) and its Special Award - Best Green Education Initiative Award User Guide of the Application and Assessment System

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## A. <u>登入系統及設定帳戶資料 System Login and Account Settings</u>

## 1. 登入系統 System Login

HKAEE Application and Assessment System	<ul> <li>申請及評審系統網址 Link of Application and Assessment System: <u>https://aas.hkaee.gov.hk/HKAEE/Applicant/Login</u></li> <li>輸入「申請人 ID」、「密碼」、「驗證電郵」(即網上報名時提)</li> </ul>
申請人ID ENTER LOGIN ID Appt. ID	交的聯絡人電郵)及「驗證碼」登入系統。 Fill in the "Applicant ID", "Password", "Authentication Email" (i.e.
密碼 ENTER PASSWORD Password	submitted) and "Verification Code" to enter the system.
驗證電郵 ENTER AUTHENTICATION EMAIL Auth Email	
驗證碼 ENTER VERIFICATION CODE Code	
登入 / Login 忘記密碼 / Forgot Password ?	
Please contact us at T: 2788–5903 (press 1) or awards@hkaee.gov.hk for assistance	
如需旸助,請致電2788-5903(按1)或電動 awards@hkaee.gov.hk與我們聯絡	
Version Code: 1.50.3	

2022 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector) $_{\rm Q,\vee}$ - Acknowledgement of Application [DO NOT REPLY]	「申請人 ID」及「密碼」列於收到學校網上報名後·系統發出之
① 保留: Retention policy for deleted files - Kept for 7 years (7 年) 過期: 週日 25/11/2029 21:11	確認電郵內。
No-reply@hkaee.gov.hk     ②     5     5     // ···       收件者: ○ HKAEE     夏日 27/11/2022 21:11	"Applicant ID" and "Password" are listed in the acknowledgement email issued after school's online application is received.
Dear Participant,	
On behalf of the Environmental Campaign Committee (ECC), we would like to thank your school for joining the 2022 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector) .	
WWF-Hong Kong has been commissioned by the ECC as the Technical Consultant for the HKAEE (Schools Sector). The Organisers will review the eligibility of your school's application according to the scheme requirements.	
You may view your application or update your contact information by logging into your account through the HKAEE Application System at https://aas.hkaee.gov.hk/HKAEE/Applicant/Login with the following login details -	
Password:	
Please follow the steps below to login to the System -	
1. Enter the above Applicant Login ID and Password	
2. Enter the recipient email address of this email in "Authentication Email"	
HKAEE 申請及評審系統	出的一次性密碼。
	One-time password will be sent to your registered authentication
一次性密碼(OTP) CFUD -	email address. Please input the one-time password stated in the email
登入 / Login 按此重發/Resend OTP	to log in to the system.
One-Time-Password will be sent to your registered authentication email address. Please input the code here within 10 minutes. Please click to resend OTP when expired.	
一次性密碼將會發送到驗證電郵。請於10分鐘內輸入。 逾時請重試。	
Please contact us at T: 2788–5903 (press 1) for assistance	
For details of the award schemes, please visit HKAEE official website www.hkaee.gov.hk	
如需協助,請致電2788-5903(按1)或電郵 awards@hkaee.gov.hk與我們聯絡。 有關計劃詳情,請瀏覽獎項網頁 www.hkaee.gov.hk	

HKAEE Authentication Code	$\oplus$ $\checkmark$	
<b>53</b> 將郵件翻譯為: 繁體中文 (繁體)   一律不翻譯自: 英文		
i) 保留: Retention policy for deleted files - Kept for 7 years (7 年) 🤅	過期: 週四 28/2/2030 21:59	
No-reply@hkaee.gov.hk 收件者: ○ Cindy Chau (Education) Your authentication code: CFUD - 382176. It will exp Should you have any query, please contact us at T: 2 or email awards@hkaee.gov.hk for assistance. HKPC - Your All-round Productivity Partner 生產力局 - 全方位企業伙伴	<ul> <li>②</li></ul>	
	各用戶編號: 2022	成功登入系統。 You have successfully logged in.
中請表格 ◆ 評審問卷 ↔ 申請參考論號 ↔ 男別 ↔ 機械名稱 ↔ 繁運單位	☆ 申請狀況 ↔ 得獎結果 ↔	
i支幣         C 編輯         HKAEE-2022-0128         學校 (小學)         自然學校	第一階段-開放填寫	
Showing 1 to 1 of 1 entries	Previous 1 Next	
Copyright © 2023 HKAEE. All rights reserved.	Version 0.0.1	
	음User ID : 2022	
Application Information		
Application     Assessment     Application Ref     Name of     Name of Fun       Form     +>     Questionnaires     +>     No.     +>     Organization     +>     Unit	rctional Application Status $\leftrightarrow$ Award Result $\leftrightarrow$	
View C Edit HKAEE-2022-0128 Schools (Primary) WWF Testing	Stage 1 Open	
Showing I to 1 of 1 entries	Previous 1 Next	
Copyright © 2023 HKAEE. All rights reserved.	Version 0.0.1	

## 2. 忘記及重設密碼 Forgot and Reset Password

	點擊「忘記密碼」。
HKAEE Application and Assessment System	Click "Forgot Password".
重 週 理 最 毎 長 大 英 Rug Gay Americk of Economics of Economics	
申請入ID ENTER LOGIN ID Appt. ID	
密碼 ENTER PASSWORD Password	
驗證電郵 ENTER AUTHENTICATION EMAIL Auth Email	
驗證碼 ENTER VERIFICATION CODE Code	
登入 / Login	
忘記密碼 / Forgot Password ?	
Please contact us at T: 2788–5903 (press 1) or	
awards@hkaee.gov.hk for assistance	
如需協助,請致電2788–5903(按1)或電郵 awards@hkaee.gov.hk與我們聯絡	
Version Code: 1.50.3	

	輸入「申請人 ID」及「驗證電郵」。
HKAEE Application and Assessment System	Fill in the "Applicant ID" and "Authentication Email".
香港 理 項 值 超 大 勇 Inter the formation of formation	
	$ m \chi m 顧問 - 巴尔白然金亚自己的自己 $ If you are unable to retrieve your "Applicant ID". please contact the
Login ID	technical consultant, WWF-Hong Kong by email to hkaee@wwf.org.hk.
電子郵箱 ENTER EMAIL Email	
Confirm/確認	
請輸入[登錄ID]及[電子郵箱]以取回登入資料	
	密碼重設連結將發送至閣下的驗證電郵。點擊「Reset
HKAEE Online System - Reset Password	Password Now 立即重設密碼」。
④ 保留: Retention policy for deleted files - Kept for 7 years (7 年) 過期: 週三 27/2/2030 10:28	Link to reset password will be sent to your authentication email
no-reply@hkaee.gov.hk 🙂 http://www.com/com/com/com/com/com/com/com/com/com/	address. Click Reset Password Now .
收件者:○HKAEE 週三 1/3/2023 10:28	
Dear Participant	
We receive your request to reset the password for your Applicant ID [202200120].	
RESET PASSWORD NOW	
Should you have any queries, please feel free to contact our hotline at 2788 5903	
(press 1).	
(press 1). Yours sincerely, HKAEE Technical Consultant	

	輸入新密碼。
	Enter new password.
HKAEE Application and Assessment System	
<sup>1</sup> 意理意志 Reset Password 宓碼	
202200	
New Password 新密碼	
Re-enter New Password 再次輸入新 🔌	
Confirm/確認	
	成功更改密碼。
Friendly Reminder 溫馨提示	Password is changed successfully.
Change Password Successfully 成功更改密碼!	
Confirm/確認	

# 3. 更改系統設定 Change System Settings

中文												E	inglish				
					スパ戸相談:202      R2回答: En 東 圏      医文型指数杆      チン注意      Protos 1 Net	Application Infor Application Form	matior	n Assessment Questionnaires	Application Ref	Sector	Name of Organization	~	Name of Functional Unit 🕅	Applica Status Pending	Buser ID : 2022         Language Setting:       En %         Image Contact Information		
Showing 1 to 1 of entries Produs 1 Het							Showing 1 to 1 of 1	entrie: KAEE.	<b>15</b> . All rights reserved.	HACE-2022-0128	Schools (Primary)	www resung			Pending	Previous 1 Next	
點擊右上角之「用戶編號」。						Click "	Js	er ID" at	the top	o right h	and cor	'n	er.				

3 (i) 更改語言	3 (i) Change Language				
名用戶編號:202200	음User ID : 202200				
設定語言: En 繁 簡	Language Setting: En 繁 簡				
▼更改聯絡資料	Change Contact Information				
● 更改密碼	Change Password				
● 登出	; ເ→ LogOut				
選擇所需之語言。	Select your preferred language.				

3 (ii) 更改聯絡資料	3 (ii) Change Contact Information
8月戶編號:202200	음User ID : 20220
設定語言: En 繁 簡	Language Setting : En 繁 簡
■ 更改聯絡資料	Change Contact Information
▶ 更改密碼	Change Password
● 登出	; 🕞 LogOut
點擊右上角之「用戶編號」,選擇「更改聯絡資料」。	Click "User ID" at the top right hand corner and choose "Change Contact Information".
3 (ii)(a) 更改聯絡人資料	3 (II)(a) Change information of contact person
	&User ID : 2020
	Change Contact Information + Create B Save
Image: Contract of the sector of the sect	Default     Name     Designation     Telephone     Email     Address       If Cat     If Delete     WWF Testing     Teacher     21615620     hlace@wwf.org.hk
Namon Acade Andrew Barreley (B. 20). Barreley (B	Showing 1 to 1 of 1 entries     Previous     1     Next       Authorized emails for receiving One-Time-Passcode for login (if more than one, please add and separate by comma ("))     Indext (add the separate by comma ("))     Next
	Copyright © 2023 HKAEE. All rights reserved. Version 0.0.1
點擊「編輯」。	Click "Edit".

更改聯絡資料			Change Contact Information						
姓名 *	職街 •		Nume * Designation *						
WWF Testing	Teacher		WWF Testing	Teacher					
電話・	聯絡電影・		Telephone *	E-mail*	(				
101000	пкаецёник		21619920	hkaeegw	wtorg.nk				
A94			Address -						
数路 15			Default 🖾						
Copyright © 2023 HKAEE. All rights reserved.		Version 0.0.1	Copyright © 2023 HKAEE. All rights reserved.				Version 0.0.1		
		日留存 45 返回				E Save	G Back		
	- 12+1				//~!!				
更改聯絡人資料,完成後按	儲仔」 <sup>。</sup>		Update the contact inf	ormation. Click	"Save" to save t	the changes			
		ミニアリレート	3 (ii)(b) Add authorise	d email address	s(es) for receivin	ng One-Tim	e-		
3(ii)(b) 增加授權接收一火性	<b>阙</b> 證嗎 <b>登</b> 人系統的電	『郵地址	Passcode for login		. ,	0			
更改聯絡資料			Change Contact Information						
				Default di	Nama	Decignation			
- +-	默認 ++	姓名	- T*	Default	Name	Designation	TV I		
				10	WWE Testing	Teacher	2		
2 編輯 盲刑除	2	WWF Testing	Z Edit Delete		www.resuing	reactier	2.		
Showing 1 to 1 of 1 entries			Showing 1 to 1 of 1 entries						
			Authorized emails for receiving One	e-Time-Passcode for login	(if more than one, please ad	d and separate by c	:omma (,))		
授權接收一次性登入聽證碼的電郵地址(若多於	一個,請加入荳以逗號分隔(,))			d and bla					
hkaee@wwf.org.bk	@wwforg.bk	r.hk	hkaee@wwf.org.hk,	vf.org.hk					
······································		D							
如學校希望新增聯絡人電郵以	J外的電郵地址 · 以	接收一次性驗	If the school would like	e to add email a	daress(es) to re	ceive one-ti	me		
			passcode for login (in a	ddition to the e	email of the con	tact person	).		
證碼登人系統, 可於空格内軸	前人其他所需的電郵	地址。如需輸		mail address/		( Concret-	,,		
			please input the new e	mail address(es	) in the text boy	. Separate			
人多於一個電郵地址,請以如	Ξ號 <b>(,)</b> 作分隔。		multiple email address	es by a comma	(.).				
				,	\//				

3 (iii) 更改密碼	3 (iii) Change Password					
<ul> <li>会用戶編號:202200     <li>設定語言: En 繁 簡     <li>● 更改聯絡資料     <li>● 更改密碼     <li>● 登出     </li> </li></li></li></li></ul>	Language Setting: En 繁簡 Change Contact Information Change Password Change Dassword					
	Click "User ID" at the top right hand corner and choose "Change Password".					
Change Password	更改密碼					
New Passeed RE(8						
Re-enter New Passaord 两次输入图密语	Re-dater New Password 再次输入研密语					
Copyright © 2023 HKAEL All rights reserved.	Copyright © 2023 HKAEE, All rights reserved. Version 0.1					
	Input current and new passwords. Click "Save" to save the changes.					
The New Password must include at least one uppercase English, one lowercase English,one number and one special character! 新密碼的組成字符需要包括最少1個大階字母、1個細階字母、1個數字及1個特殊字符!	The New Password must include at least one uppercase English, one lowercase English,one number and one special character! 新密碼的組成字符需要包括最少1個大階字母、1個細階字母、1個數字及1個特殊字符!					
請注意新密碼的組成要求。	Please note the requirements of the new password.					

## B. <u>填寫自我評核問卷/摘要表格 Fill in Self-assessment Questionnaire/Summary Form</u>

中文	English
2.用戶論號: 20220	SUser ID : 202
申請資料	Application Information
#調表档       #調要增加       #調要增加       #調要加       #調整加       #調整加       #調整加       #調整加       #調整加       #調整加       # 調整加       # image 1       # image 1	Application       Assessment       Application Ref       Sector       If organization       If organization
學校名稱:自然學校         職員人數: (全職員工):30 (滑暖預別):「小學         中學           問題界別:「小學         中學           (学校法淘本不同附屬形別/校會分開纏交開卷・)         学生人數:100           地址:                  一                建設計         一                建設合数: 100,100,000,000         電話: 21616620                世誌:              世                地誌:              世                · 論選擇電面的空格並說明答案: 可以列励方式填寫:              建造業項                · 論選擇電面的空格並說明答案: 可以列励方式填寫:              建造業項                · 認識認識畫(金麗母年): 診理会員会員: 講話量: 儲容: 診理協会員等              使認知: 自然会員会員会員                ·  · 単校可認識是一年9日上離社(設調或相關圖樂報): 講話員警告: 講話量: 儲容: 診試出 読字等: 希望備檔案大小不超過SOMB · 講校: 對你將作/按照以上陽文件 · 如關道交更多較違或資料 · 講上載不包含億人 資料的需要室警測中で当上離議(立興を名標電影型): 「認識議員員会員会議 · 創品」	Advance of School: WWF Testing
系統已自動輸入學校的基本資料。	Basic information of the school has been inserted automatically by the system.

# 香港環境卓越大獎(學校界別)自我評核問卷

HKAEE	(Schoo	ls Sector	Self-assessment Questionnaire
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			ODEEN		
髁保領導			GREEN	Questions	Please tick and elaborate on your answers as appropriate.
1	題目 7月(日本)第	請在適當的空格填上制號並說明答案。	1	Environmental Policy	1
1.1	本校將「司持續發展教育」及/或「環境教育」納入學校周年計劃及/或多年發展計劃,並列為學校的關注事項。	<ul> <li>         ·</li></ul>	1.1	"Education for Sustainable Development" and/or "Environmental Education" is embedded in annual school plan and/or multi-year school development plan, as one of the major concerns.	Yes provide a copy of related document or website link)     Annual school plan     No
1.2	本校已制定環保 / 可持續發展政策及 / 或指引。	□是 (誦提供相關文件或網站連結)	1.2	An environmental/sustainability policy and/or guideline is formulated.	Ves (Please provide a copy of related document or website link) No
1.3	本校透過各類媒體(例如:網站、通訊、手冊、校園告示等)讓不同持份者知道 上述政策及/或指引。	□ 是 特合者包括(可選多於一項): □ 環境管理應降 □ 所有非数增輕負(例如:校工) □ 所有非数增輕負(例如:校工) □ 所有非数 □ 訪客 □ 訪客 □ 其他(語说明): □ 講提供證明文件。例如以作宣傳的關於連結或說為) ■ 目錄 ■ 目錄 ■ 目錄 ■ 目錄 ■ 一餐 ■ 副餐 ■ 二餐 ■ 副餐 ■ 二餐 ■ 副餐 ■ 二餐 ■ 二 ■ 二 ■ 二 ■ 二 ■ 二 ■ 二 ■ 二 ■ 二	1.3	The policy and/or guideline is made known to different stakeholders through various media (e.g. website, newsletter, handbook, notice around campus, etc.).	Ves     Stakeholders included (can select more than one):     Environmental management group     It teachers     It reachers     It and seching staff (e.g. janitors)     Al rot-seching staff (e.g. janitors)     Al students     Parents     Visitors     Others (Please specify):     Please provide proof of the promotional method(t). e.g. website link or materials)     Please provide proof of the promotional method(t). e.g. website link or materials)     Please provide proof of the promotional method(t). e.g. website link or materials)     Please provide proof of the promotional method(t). e.g. website link or materials)     Please provide proof of the promotional method(t). e.g. website link or materials)
				the appropriate box(es) and esponding box(es) (if approp ial Award - Green Education	input your answers in the riate).
				RY OF GREEN EDUCATION INITIATIVE (THE INITIATIVE MUST BE R ALITY)	ELEVANT TO SUSTAINABILITY AND/OR CARBON
785%			Name of i	ntative	
28:		There(3)			
141:			Otjective	93	
方義 / 茶巻 (代四:前 式)	⊈式: 上、開閉・⋶÷屯		Mode of a (e.g. onlin mode)	ntadiverschivly: e, office, blended	
		3111 078 020 082 082			Bittabreet Browdad Bleer Blabet Clas
學校可在適當的空格內輸入環境教育方案內容。			Inpu boxe	t the content of the Green Ed	ducation Initiative in the relevant



2. 上載附件	2. Upload Attachment
■目錄 目附件 日本 日本 10	🗳 Directory 🖹 Attachment 🖶 Download 🖬 Save 🕞 Submit < Back
於右下角的功能選單選擇「附件」。	Click "Attachment" in the menu bar at the bottom right hand corner.
よ上傳附件 ★ 上傳附件 ★ 下載所有附件 ★ 「載所有附件 ★ 僅限 JPG, JPEG, PNG, ZIP, 7Z, RAR, DOC, DOCX, PPT, PDTX, PDF, XLS, XLSX, 每個檔案大小不 超過 50MB ★ 請以以下格式命名文件: [Question]_[FileDescription].[extension] (e.g.	Upload Attachment     JPG, JPEG, PNG, ZIP, 7Z, RAR, DOC, DOCX, PPT, PPTX, PDF, XLS, XLSX format only,Up to 50MB per file     Please name the file in format [Question]_[FileDescription].[extension] (e.g.     "1.1_EnvCommittee_Ochart.pdf"or "1.2_environmentalpolicy.docx")
點擊「上傳附件」,選擇所需之文件,或將文件由桌面拖曳至網上系統上傳。	Click "Upload Attachment", select the appropriate file(s) or drag the file(s) from desktop to the online system.
│ │注意:每個檔案大小不超過 50MB。	Note: Each file should not exceed 50MB.
如有需要,建議預先將多個檔案合併壓縮成單一個檔案資料夾	You may combine multiple files into one folder in ".zip format", if necessary.
(".zip"格式)。 為使評審流程順暢,建議在提交文件前,為每個電子檔案重新命 名,並把自我評核問卷內的題號放在文件名稱的開端。	To ensure a smooth assessment process, schools are recommended to rename the electronic files before submission, by indicating relevant question number from the Self-assessment Questionnaire at the start of the file name.
文件檔案名稱例子: 1.1_學校周年計劃.pdf	Example of file name: 1.1 Annual School Plan.pdf 3.1 School Environmental Education 3-year Plan.doc
3.1_學校壞現敘 同二 年計劃.doc 如需提交更多數據或資料,請上載不包含個人資料的檔案至雲端 平台,並將連結及學校名稱電郵至 <u>hkaee@wwf.org.hk</u> 。	If you wish to provide more data or information, you may upload the documents to a cloud platform (please make sure no personal information is included in the submitted documents), and send the link with your school name by email to <u>hkaee@wwf.org.hk</u> .

	<b>環保領導</b> 1 1.1		▲ 下載所有期件 次 PT / PT / PT / LS / 私 · 希望電素 / 小子 a 面的空格绳上制就並說時答案 - control [stemstale] (s g sussentialplaty_sbor]	<b>GREEN</b> <b>7</b> 1.1	LEADERSHIP  Cuestions Environmental Policy  "Education for Sustainable Development" and embedded in annual school plan and/or multity or of the major concerns.  LEADERSHIP	Convertised all Attachments     allaborate on your answers as appropriate.     (PTY, PT), R.S. R.S. Manual ong.og to sole     allaborate on your answers as appropriate.     document or website link)     document or website link)
	1.2	本校已制定環保 / 可持續發展政策及 / 或指引。	□ 春 (講提供目開文件或網社開始)	1.2	An environmental/sustainability policy and/or guideline is formulated.	Yes. (Please provide a copy of related document or website link) No No
	1.3	本校透過各類媒體(例如:網站、通訊、手冊、校園告示等)讓不同持份者知道 上述政策及/或指引。	予約         1           月         月           市場         1           日         1           日         1           日         1           日         1           日         1           日         1           日         1           日         1           日         1           日         1           日         1           1 </td <td>1.3</td> <td>The policy and/or guideline is made known to different stakeholders through various media (e.g. website, newsietler, handbook, notice around campus, etc.).</td> <td>Biskeholders included (can select more than one):         Environmental management group         All stachers         All non-teaching staff (e.g. janitors)         All students         Parents         Vistors         Others (Phease specify):         (Please specify):         (Please specify):         Exactment         Download         Stacknett</td>	1.3	The policy and/or guideline is made known to different stakeholders through various media (e.g. website, newsietler, handbook, notice around campus, etc.).	Biskeholders included (can select more than one):         Environmental management group         All stachers         All non-teaching staff (e.g. janitors)         All students         Parents         Vistors         Others (Phease specify):         (Please specify):         (Please specify):         Exactment         Download         Stacknett
成	功上	主載文件後,右上角會顯示	「Done 完成」。	"Don succe	e" will be shown at the top ssfully uploaded.	right hand corner after the file is
如	有需	?要移除已上載的文件 · 請	按檔案名稱左邊之垃圾桶符號。	lf you icon (	wish to remove the upload on the left of the file name.	ded file(s), please click the trash bin

3. 儲存問卷/摘要表格	3. Save Questionnaire/Summary Form		
■ 目錄 目附件 日本	∎ Directory Attachment 🖶 Download 🕞 Save Submit 🕙 Back		
網上問卷/表格設儲存功能。	Save function is provided for the online questionnaire/form.		
注意:如在 20 分鐘內沒有在網上系統進行任何操作,閣下帳戶 將會自動被登出。建議學校於填寫問卷/表格時定時點擊「儲 存」按鈕,以免資料遺失。	Note: Your account will be logged out automatically if you remain idle on online system for 20 minutes. It is suggested to click "Save" regularly when completing the questionnaire to avoid data loss.		

4. 聲明	4. Declaration
<b>參加者靈明</b> 屬 本校謹此聲明以上提供之資料全屬確實無能,亦同意「香港環境卓越大獎」主辦機構(即環境保護署及環境運動委員會及其秘書處)及評審團所作的一切決定為最終決定,並於一切有關「香港環境 卓越大獎」事宜上均具約束力。本校明白任何錯誤或誤導的資訊或會令本校的申請被取消資格。	Declaration by Applicant     Our school hereby declares that all of the information given is true and accurate to the best of our knowledge and agree that all decisions made by the Organisers (i.e. Environmental Protection Department and Environmental Campaign Committee and its Secretariat) and adjudicating panel are final and binding in all aspects relating to the HKAEE. Our school understands that any false or misleading information may lead to disqualification of our application.
提交問卷/表格前,請閱讀及剔選「參加者聲明」。	Before submitting the questionnaire/form, please read and tick the box of "Declaration by Applicant".

5. 下載問卷/摘要表格				5. Download Questionnaire/Summary Form
■目錄	日下載	日儲存日遞	交 🛛 🛚 返回	Directory 🖹 Attachment 🖶 Download 🖬 Save 🕞 Submit < Back
提交問卷/表格前·學校可按右下角功能選單中的「儲存」·然後選擇「下載」按鈕·將已填妥的自我評核問卷/表格以 WORD 格式存檔。			〕「儲存」,然 /表格以 WORD	Before submitting the questionnaire/form, you could click "Save" and then "Download" in the menu bar at the bottom right hand corner to dowload a WORD version of the completed questionnaire/form.

6. 遞交問卷/摘要表格	6. Submit Questionnaire/Summary Form		
■目錄 ■附件 日本	Directory Attachment 🖶 Download 🖬 Save Submit 🛛 Back		
完成問卷/表格後·請選擇右下角功能選單中的「遞交」按鈕。	Please click "Submit" in the menu bar at the bottom right hand corner after completion of the questionnaire/form.		
注意:學校遞交網上自我評核問卷/摘要表格後,將 <u>不能</u> 再更改 答案。	Note: Schools are <b>not allowed</b> to change the answers after submission of the online self-assessment questionnaire/summary form.		