

## Table of Contents

<b>Instruction for Assessment Setup .....</b>	<b>2</b>
<b>Student Assessment Page .....</b>	<b>2</b>
<b>Define Components and Sub-Component .....</b>	<b>3</b>
<b>Define Cut-off Date for Primary .....</b>	<b>4</b>
<b>Define Component Criteria .....</b>	<b>5</b>
<b>Define Sub Component Criteria .....</b>	<b>6</b>
<b>Instruction for Mark Entry Setup .....</b>	<b>7</b>
<b>Mark Entry Cut-off Date .....</b>	<b>7</b>
<b>Mark Entry Security Process .....</b>	<b>8</b>
<b>Mark Entry Security Access .....</b>	<b>9</b>
<b>Mark Entry and Comments and Review Entry .....</b>	<b>10</b>
<b>Assessment Mark Entry .....</b>	<b>10</b>
<b>Overall Reviews and Comments .....</b>	<b>11</b>
<b>Subject Review and Comments .....</b>	<b>12</b>

# Instruction for Assessment Setup

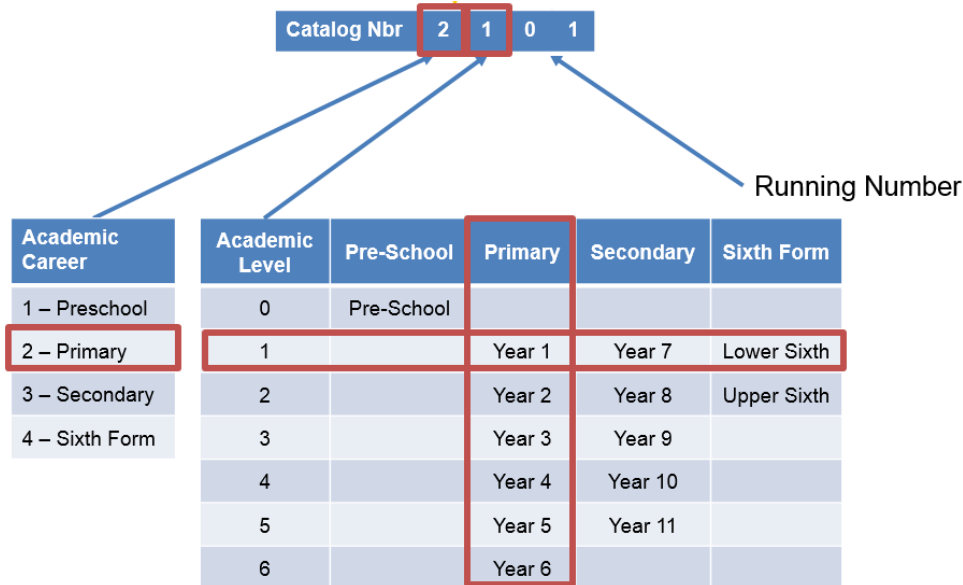
## Student Assessment Page

You may refer to the Online Help:

- Navigate to Manage Assessment > Define Assessment Structure > Manage Assessment and Exam Percentage
- [http://help.ineis.moe.gov.bn/as/as\\_1.1.php](http://help.ineis.moe.gov.bn/as/as_1.1.php)

1. Navigate to Main Menu > Academic Staff > Assessment and Exams > Setup > Student Assessment
2. Enter the **Catalog Nbr** and **Campus** to narrow down the search. Click **Search** button.

**Note: Catalog Nbr may be interpreted as:**



3. Select the desired **Course ID** link.
4. Verify the **Assessment in Percentage** and **Exam in Percentage**.

The screenshot shows the assessment setup form with the following fields:

- Subject: 001053 Mathematics
- Campus: 1006 SR Pular Ulak
- Course Offering Nbr: 6
- Catalog Nbr: 2501
- Effective Date: 01/04/2015
- Assessment in Percentage: 30.00 %
- Exam in Percentage: 70.00 %
- Module Category: 1 Exam with Marks and Grade
- Exam Hour: 3.00
- Module Leader: 100000292 Baha, Amran Hj

At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, Include History, and Correct History.

**To modify,**

1. Click **Correct History** button.
2. Click **+** button.
3. Modify the Sub Components.
  - If user wish to add a new Sub Component, click the **+** button.
4. Click **Save** button.

## Define Components and Sub-Component

You may refer to the Online Help:

- Navigate to Manage Assessment > Define Assessment Structure > Manage Assessment and Sub-Assessment Types
- [http://help.ineis.moe.gov.bn/as/as\\_1.2.php](http://help.ineis.moe.gov.bn/as/as_1.2.php)
- Section: Setup Assessment and Sub Assessment Types.

### To add a new Component,

1. Navigate to Main Menu > Academic Staff > Assessment and Exams > Setup > Define Components and Sub Comp
2. Enter the **Campus** to narrow down the search. Click the **Search** button.
3. Click on the desired **Component Code** link.
4. Verify the Sub Components available for the Component.

Define Components and Sub-Comp

Institution: MOE01 Ministry of Education, Brunei

Organization: 1012 SR Mabohai

Component Code: SBA1Y1

Find | V

\*Effective Date: 01/01/2015  \*Status: Active

\*Description: School-Based Assessment 1 Yr 1

\*Short Description: SBA1YR1

\*Component Type: SBA

Personalize | Find | V

*Code	*Description
1 AKVITI	AKTIVITI
2 AMALI	AMALI
3 ASSMNT	ASSESSMENT
4 BACAAN	BACAAN
5 CW	CLASSWORK
6 FLDTRP	FIELD TRIP
7 HFZN	HAFAZAN
8 HW	HOMEWORK
9 KECGRS	KECERGASAN
10 KR	KERJARUMAH
11 KRAFT	KRAFTANGAN

15 MNTBLE	MENTAL TABLE	MNTBLE	<input type="button" value="+"/>	<input type="button" value="-"/>
16 PRACKL	PRAKTIKAL	PRACKL	<input type="button" value="+"/>	<input type="button" value="-"/>
17 PRACTL	PRACTICAL	PRACTL	<input type="button" value="+"/>	<input type="button" value="-"/>
18 PROFLD	PROJECT/FIELD TRIP	PROFLD	<input type="button" value="+"/>	<input type="button" value="-"/>
19 PROJEK	PROJEK	PROJEK	<input type="button" value="+"/>	<input type="button" value="-"/>
20 PROKLS	PROJEK/KAJIAN LUAR KELAS	PROKLS	<input type="button" value="+"/>	<input type="button" value="-"/>
21 PROMNI	PROJEK MINI	PROMNI	<input type="button" value="+"/>	<input type="button" value="-"/>
22 PRSNTN	PRESENTATION	PRSNTN	<input type="button" value="+"/>	<input type="button" value="-"/>
23 PSMPRO	PERSEMBAHAN PROJEK	PSMPRO	<input type="button" value="+"/>	<input type="button" value="-"/>
24 PTKLKU	P.TINGKAHLAKU	PTKLKU	<input type="button" value="+"/>	<input type="button" value="-"/>
25 RKNCRK	REKAAN & CORAK	RKNCRK	<input type="button" value="+"/>	<input type="button" value="-"/>
26 STDPTN	STUDENTS PARTICIPATION	STUPCT	<input type="button" value="+"/>	<input type="button" value="-"/>
27 TEORI	TEORI	TEORI	<input type="button" value="+"/>	<input type="button" value="-"/>
28 TEST	TEST	TEST	<input type="button" value="+"/>	<input type="button" value="-"/>
29 THEORY	THEORY	THEORY	<input type="button" value="+"/>	<input type="button" value="-"/>
30 TOPTST	TOPICAL TEST	TOPTST	<input type="button" value="+"/>	<input type="button" value="-"/>
31 UJIAN	UJIAN	UJIAN	<input type="button" value="+"/>	<input type="button" value="-"/>

Updated By: Dyg Maliana Bte Hj Sabtu Updated On: 26/03/15 8:54AM

### To modify,

1. Navigate to Main Menu > Academic Staff > Assessment and Exams > Setup > Define Components and Sub Comp
2. Enter the **Campus** to narrow down the search. Click the **Search** button.
3. Click on the desired **Component Code** link.
4. Click **Correct History** button.
5. Click **+** button.
6. Modify the Sub Components.
7. Click **Save** button.

## Define Cut-off Date for Primary

You may refer to the Online Help:

- Navigate to Manage Assessment > Define Assessment Structure > Manage Assessment and Sub-Assessment Types
- [http://help.ineis.moe.gov.bn/as/as\\_1.2.php](http://help.ineis.moe.gov.bn/as/as_1.2.php)
- Section: Setup Deadline for Assessment Types.


1. Navigate to Main Menu > Academic Staff > Assessment and Exams > Setup > Criteria Cutoff Dt
2. Enter **Academic Organization** to narrow down the search. Click **Search** button.
3. Click on the desired link

### Criteria Cutoff Date Setup

Institution:	MOE01	Ministry of Education, Brunei
Acad Org:	1006	SR Pular Ulak
Year:	2015	

Cut-off Date  
for Criteria Setup:

16/05/2015

 Save  Return to Search  Previous in List  Next in List  Notify  Add  Update/Display

To Modify,

4. Modify **Cut-off Date for Criteria Setup**.
5. Click **Save** button.

If No matching value were found,

Find an Existing Value


Add a New Value

▼ Search Criteria

Academic Institution: 

begins with ▼


MOE01



Academic Organization: 

begins with ▼


1041



Academic Year: 

begins with ▼


2015



Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

No matching values were found.

6. Click **Add a New Value** tab.
7. Enter **Academic Institution**, **Academic Organization** and **Academic Year** via prompt button.
8. Enter **Cut-off Date for Criteria Setup**.
9. Click **Save** button.

## Define Component Criteria

You may refer to the Online Help:

- Navigate to Manage Assessment > Define Assessment Structure > Manage Assessment and Sub-Assessment Types
- [http://help.ineis.moe.gov.bn/as/as\\_1.2.php](http://help.ineis.moe.gov.bn/as/as_1.2.php)
- Section: Setup Marks and Weightages for Assessment

1. Navigate to Main Menu > Academic Staff > Assessment and Exams > Setup > Define Component Criteria
2. Enter the **Academic Institution** and **Academic Organization** to narrow down the search. Click the **Search** button.
3. Click on the desired **Subject** link.
4. Verify the details in the page (Component Code, Term, Session, Maximum Marks and Weightage).

### Note:

- The **Maximum Marks MUST BE** 100%.
- The **Weightage in Percentage** for the Components that is **Considered for Final Exam MUST BE** equal to the **Assessment Percentage**.

Institution:	MOE01	Ministry of Education, Brunei	Career:	PRIM
Organization:	1006	SR Pusu Ulak	Module Category:	1
Subject:	001053	Mathematics	Year:	2015

Find | View All

First 1 of 1 Last

Effective Date:

04/04/2015

\*Status:

Active

Assessment Percentage:

30.00

Exam Percentage:

70.00

Personalize | Find | View All

First 1-4 of 4 Last

Components	Dates	
Sequence Number	*Component Code	Description
1	SBA1Y5	School Based Assessment 1 y5
2	SBA2Y5	School Based Assessment 2 Y5
3	SBA3Y5	School Based Assessment 3 Y5
4	SBEY5	School Based Examination y5

Updated By:

HJH

Updated On:

09/04/15 6:09PM

Save
 Return to Search
 Previous in List
 Next in List
 Notify

Add
 Update/Display
 Include History
 Correct History

## To Modify,

5. Click + button.
6. Modify the details in the page.
7. Click **Save** button.

## Define Sub Component Criteria

You may refer to the Online Help:

- Navigate to Manage Assessment > Define Assessment Structure > Manage Assessment and Sub-Assessment Types
- [http://help.ineis.moe.gov.bn/as/as\\_1.2.php](http://help.ineis.moe.gov.bn/as/as_1.2.php)
- Section: Setup Marks and Weightages for Sub Assessment

1. Navigate to Main Menu > Academic Staff > Assessment and Exams > Setup > Define Sub Component Criteria
2. Enter the **Academic Institution** and **Academic Organization** to narrow down the search. Click the **Search** button.
3. Click on the desired **Subject** link.
4. Verify the details for each sub-component.

### Note:

- The **Maximum Marks** should be the Sub Components' full mark.
- The **Weightage in Percentage** for the Sub Components **MUST BE** equal to the **Component Percentage**.

### Sub Comp Criteria

Institution:	MOE01	Ministry of Education, Brunei	Career:	PRIM
Organization:	1006	SR Pesar Ulak	Year:	2015
Subject:	001053	Mathematics	Module Category:	1
Component Code:	SBA1Y5			

[Find](#) | [View All](#) | First **1 of 1** Last

Effective Date:  \*Status:

Component Percentage: 10.00

Personalize   <a href="#">Find</a>   <a href="#">View All</a>   First <b>1-3 of 3</b> Last					
	*Sub Component Code	Maximum Marks	Weightage in Percentage		
1	TEST	100.0	5.00	+	-
2	CW	100.0	2.50	+	-
3	HW	100.0	2.50	+	-

Updated By: HJH Updated On: 09/04/15 6:06PM

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

### To Modify,

5. Click **+** button.
6. Modify the details for the sub-component.
7. Click **Save** button.

# Instruction for Mark Entry Setup

## Mark Entry Cut-off Date

You may refer to the Online Help:

- Navigate to Manage Assessment > Grade Assessments > Setup Mark Entry Cut-off Date and Security
- [http://help.ineis.moe.gov.bn/as/as\\_3.1.php](http://help.ineis.moe.gov.bn/as/as_3.1.php)
- Section: Modify Mark Entry Cut-off Date

1. Navigate to Main Menu > Academic Staff > Assessment and Exams > Setup > Mark Entry Cut-off Date Setup.
2. Click **Add New Value** tab.
3. Enter **Academic Institution**, **Academic Career**, **Term**, **Academic Organization** and **Session** via prompt button.

## Mark Entry Cutoff Date - School

Institution:	MOE01	Ministry of Education, Brunei	Career:	Primary School
Term:	1510	Academic Year 2015 Term 1	Session:	Term 1
Organisation:	1006	SR Pesar Ulak		

Data entry of marks NOT allowed on and after the Cutoff Date. To allow access for specific staff (on and after the Cutoff Date ONLY), please enter the Staff ID in the following panel.

Find | View All

First 1 of 1 Last

\*Cutoff Date: 30/06/2015

Find | View All

First 1 of 1 Last

ID

+ -

Save

Return to Search

Notify

+ Add

Update/Display

Include History

Correct History

4. Enter the **Cutoff Date**.
5. Click **Save** button.

## Mark Entry Security Process

You may refer to the Online Help:

- Navigate to Manage Assessment > Grade Assessments > Setup Mark Entry Cut-off Date and Security
- [http://help.ineis.moe.gov.bn/as/as\\_3.1.php](http://help.ineis.moe.gov.bn/as/as_3.1.php)
- Section: Run Mark Entry Security Process

1. Navigate to Main Menu > Academic Staff > Assessment and Exams > Setup > Mark Entry Security Process
2. Click **Add New Value** tab.
3. Enter **Run Control ID**.
4. Enter **Institution, Career, Term** and **Organization**. Via prompt button.

Run Control ID:	1006-YR5	<a href="#">Report Manager</a>	<a href="#">Process Monitor</a>	<input type="button" value="Run"/>
*Institution:	<input type="text" value="MOE01"/>	Ministry of Education, Brunei		
*Career:	<input type="text" value="PRIM"/>	Primary School		
*Term:	<input type="text" value="1520"/>	Academic Year 2015 Semester 2		
*Organization:	<input type="text" value="1006"/>	SR Pesar Ulak		

<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<input type="button" value="Previous in List"/>	<input type="button" value="Next in List"/>	<input type="button" value="Notify"/>	<input type="button" value="Add"/>	<input type="button" value="Update/Display"/>
-------------------------------------	---	---	---	---------------------------------------	------------------------------------	---

5. Click **Run** button
6. Select **Mark Entry Security Process** checkbox.
7. Click **OK** button.
8. Click **Process Monitor** link.
9. Click Refresh until **Run Status** is **Success** and **Distribution Status** is **Posted**.



## Mark Entry Security Access

You may refer to the Online Help:

- Navigate to Manage Assessment > Grade Assessments > Setup Mark Entry Cut-off Date and Security
- [http://help.ineis.moe.gov.bn/as/as\\_3.1.php](http://help.ineis.moe.gov.bn/as/as_3.1.php)
- Section: Modify Mark Entry Security Access

1. Navigate to Main Menu > Academic Staff > Assessment and Exams > Setup > Mark Entry Security Access
2. Enter Academic Institution, Academic Organization and Catalog Nbr to narrow down search. Click Search button.
3. Select the desired link.
4. Verify that the Employee ID (Subject teacher) available to access the Mark Entry Page.

Institution:	MOE01	Ministry of Education, Brunei	Career	PRIM
Organization:	1006	SR Pesar Ulak	Session:	Term 1
Subject:	001053	Mathematics	Course Offering Nbr:	6
Term:	1510			

Class Details

Find | View All First 1 of 1 Last

Class Section: 5A Class Nbr: 3064

Please use the View All or Navigation arrows to view/amend different class sections

Do not replace the value in the class section field

Authorised Staff

Find | View All First 1 of 1 Last

Employee ID

100001011 SALINA,HJH MAS

Save Return to Search Previous in List Next in List Notify

If user wish to provide security to another teacher to enter marks for the specific subject, term and class section,

5. Click + button.
6. Select **Employee ID** via prompt button.
7. Click **Save** Button.

# Mark Entry and Comments and Review Entry

## Assessment Mark Entry

You may refer to the Online Help:

- Navigate to Manage Assessment > Grade Assessments > Enter and Verify Mark Entry
- [http://help.ineis.moe.gov.bn/as/as\\_3.2.php](http://help.ineis.moe.gov.bn/as/as_3.2.php)
- Section: Enter Assessment Mark Entry

1. Navigate to Main Menu > Academic Staff > Assessment and Exams > Assessment Mark Entry
2. Enter **Academic Institution**, **Academic Organization** and **Catalog Nbr** to narrow down search. Click **Search** button.
3. Select the desired link.
4. Verify that all students in the list are correct, i.e. no missing students or wrong enrolment. If there are no mistakes then you may proceed else, please inform registrar to correct the enrolment.
5. Fill in Student's marks.

### Assessment Mark Entry

<b>Institution:</b>	MOE01	Ministry of Education, Brunei	<b>Term:</b>	1510
<b>Career:</b>	PRIM	Primary School	<b>Session:</b>	Term 1
<b>Organization:</b>	1006	SR Pesar Ulak	<b>Course Offering Nbr:</b>	6
<b>Module:</b>	001053	Mathematics	<b>Class Section:</b>	5A
<b>Assessment Type:</b>	Assessment		<b>Component:</b>	SBA1Y5

<b>Sub-Component</b>	TEST	CW	HW	SBA1Y5	Grade
<b>Weightage</b>	5.00	2.50	2.50	10.00	
<b>Max Marks</b>	100.00	100.00	100.00	100.00	

Find   View All First 1-4 of 4 Last						
ID	Name					
100005088	MOHAMMAD MUIZZUL WAHIE BIN HJ SUKRI	67	66	66	66.5	C
100005089	MOHAMMAD RIDHWAN ATHNAN BIN MD ALIYAS	55	55	55	55.0	D
100005154	Nur Rakshanda Nadia Nimatul Nabillah bte Rosman	44	44	44	44.0	U
100005157	Nurul Basyirah bte Abdul Rahman	88	88	88	88.0	A

Updated By: HJH

Updated On: 23/04/15 11:35AM

☐ Verified By:

Verified On:

6. Click **Save** button.

## Overall Reviews and Comments

You may refer to the Online Help:

- Navigate to Manage Assessment > Grade Assessments > Enter Reviews and Comments
- [http://help.ineis.moe.gov.bn/as/as\\_3.4.php](http://help.ineis.moe.gov.bn/as/as_3.4.php)
- Section: Enter Overall Review and Comments

1. Navigate to Main Menu > Academic Staff > Assessment and Exams > Feedback > Overall Review and Comments
2. Enter **Academic Institution**, **Academic Organization** and **Catalog Nbr** to narrow down search. Click **Search** button.
3. Select the desired link.
4. Enter Student's Overall Comments.

[New V](#)

**Overall review and Comments**

**Institution:** MOE01 Ministry of Education, Brunei

**Organization:** 1006 SR Pesar Ulak

**Career:** PRIM Primary School

**Term:** 1510 Academic Year 2015 Term 1

**Session:** Term 2

**Subject:** 001340 Year 5

**Class Nbr:** 3108 **Class Section:** 5A

Personalize   Find   View All     First 1-4 of 4 Last						
Student ID	Student Name	Individual Comments	Comments (Max. 200 Words)	Class Attendance	Punctuality	Conduct
1 100005088	MOHAMMAD MUIZZUL WAHIE BIN HJ SUKRI	<a href="#">Individual Comments</a>	<input type="text" value="Comment yet to be provided."/>	100.00	<input type="text" value=""/>	<input type="text" value=""/>
2 100005089	MOHAMMAD RIDHWAN ATHNAN BIN MD ALIYAS	<a href="#">Individual Comments</a>	<input type="text" value="Comment yet to be provided."/>	94.83	<input type="text" value=""/>	<input type="text" value=""/>
3 100005154	Nur Rakshanda Nadia Nimatul Nabillah bte Rosman	<a href="#">Individual Comments</a>	<input type="text" value="Comment yet to be provided."/>	94.83	<input type="text" value=""/>	<input type="text" value=""/>
4 100005157	Nurul Basyirah bte Abdul Rahman	<a href="#">Individual Comments</a>	<input type="text" value="Comment yet to be provided."/>	100.00	<input type="text" value=""/>	<input type="text" value=""/>

5. Click **Save** button.

## Subject Review and Comments

You may refer to the Online Help:

- Navigate to Manage Assessment > Grade Assessments > Enter Reviews and Comments
- [http://help.ineis.moe.gov.bn/as/as\\_3.4.php](http://help.ineis.moe.gov.bn/as/as_3.4.php)
- Section: Enter Subject Review and Comments

1. Navigate to Main Menu > Academic Staff > Assessment and Exams > Feedback > Subject Review and Comments
2. Enter **Academic Institution**, **Academic Organization** and **Catalog Nbr** to narrow down search. Click **Search** button.
3. Select the desired link.
4. Enter Student's Subject Comments.

### Subject Review and Comments

Institution: MOE01 Ministry of Education, Brunei  
Organization: 1006 SR Pesar Ulak  
Career: PRIM Primary School  
Term: 1510 Academic Year 2015 Term 1  
Session: Term 1  
Subject: 001053 Mathematics  
Class Nbr: 3064 Class Section: 5A  
Component: SBA1Y5

Personalize   Find   View All   1-4 of 4   First 1-4 of 4 Last						
	Student ID	Student Name	Marks	Grade	Attitude	Comments(Max: 200 Words)
1	100005089	MOHAMMAD RIDHWAN ATHNAN BIN MD ALIYAS	55.0	D		needs more effort
2	100005154	Nur Rakshanda Nadia Nimatul Nabillah bte Rosman	44.0	U		need more effort
3	100005157	Nurul Basyirah bte Abdul Rahman	88.0	A		excellent
4	100005088	MOHAMMAD MUIZZUL WAHIE BIN HJ SUKRI	66.5	C		can improve more

Updated By: HJH

Updated On: 18/04/15 2:01:49PM

Save Return to Search Previous in List Next in List Notify

5. Click **Save** button.