



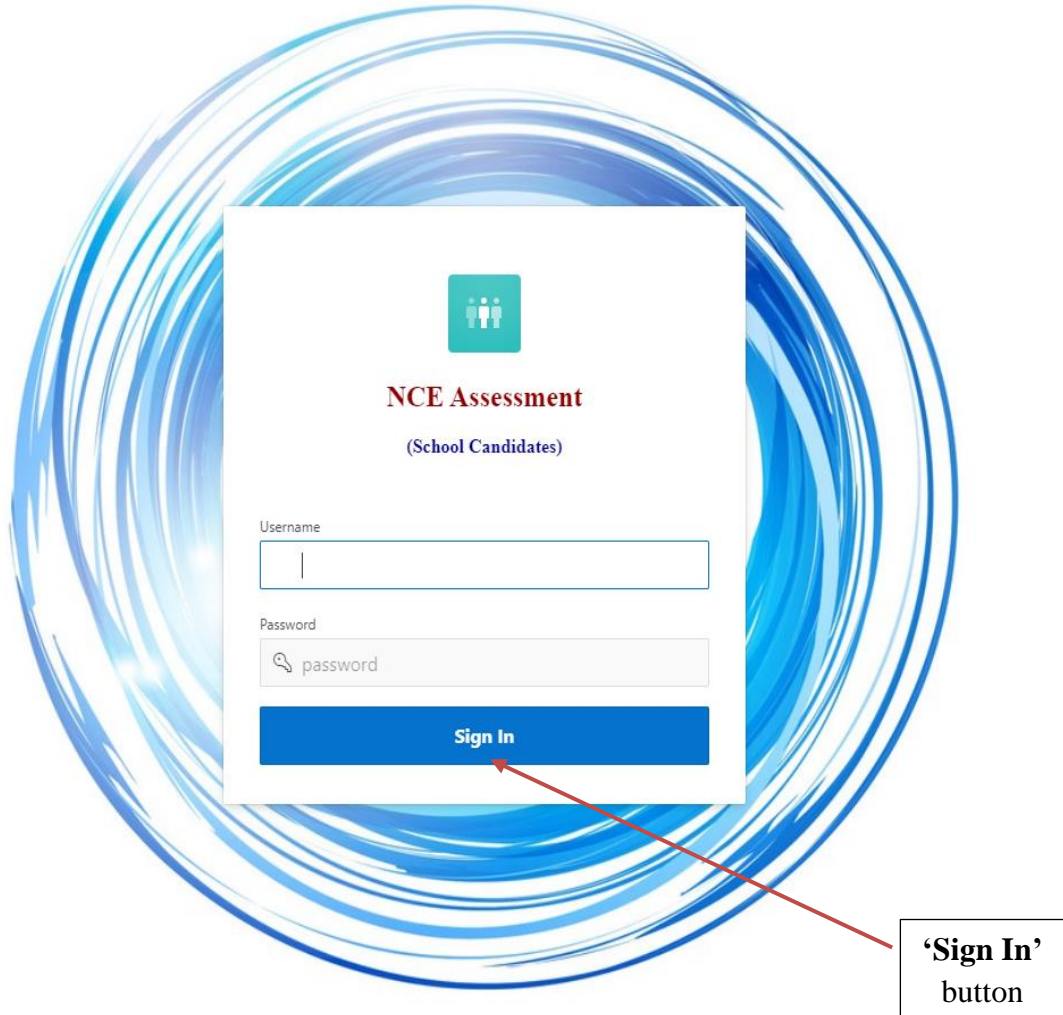
MAURITIUS EXAMINATIONS SYNDICATE

National Certificate of Education (NCE) Assessment Online Entry Program

User Guide

Data Processing / Information Technology Section (One)
April 2024

The Online Entry Program can be accessed in the **'E-Services'** section of the MES website. When you click on **'NCE – Candidate Entry Program'**, the following **Login Page** will be displayed.



Enter the Username and Password given to you by the MES and click on button **'Sign In'**. The **'Home Page'** will be displayed.

The Home Page

National Certificate of Education (School Candidates)

Home

Candidate Entry

Reports

List of Subjects

NCE Assessment (School Candidates)

Version 3.1

This application has been designed for colleges which have candidates sitting for the NCE Assessment.

Please note that this Online application will be accessible up to Friday 10 May 2024.

Candidate Entry Program

Your attention is drawn to the following :

- (i) Candidates' particulars should be entered correctly.
- (ii) The name, NIC number and date of birth of candidates should be entered exactly as they appear on their birth certificate.
- (iii) The correct subjects for candidates' entries should be entered.

[User Guide for the input of candidates](#)

Read the information found on the '**Home Page**' carefully before starting to input candidates background details. All important notices will be available here.

Three options are available on the left Menu Bar of the screen, namely :

1. Candidate Entry
2. Reports
3. List of Subjects

1. Candidate Entry

Click on option ‘Candidate Entry’ found on the left Menu Bar to access the ‘Candidate Entry’ page.

The screenshot shows a web browser window displaying the 'National Certificate of Education (School Candidates)' interface. The page title is 'NCE Assessment 2023 - Candidate Entry Form'. The left sidebar contains a menu with 'Home', 'Candidate Entry', 'Reports', and 'List of Subjects'. The main content area is a form for entering candidate details. The form includes fields for School Code (NCE888), Stream, Name, Date of Birth, Address1, Address2, Address3, Phone, Mobile, Gender, NID, and Email. There are also radio buttons for 'Optional Core Subject (only 1 option)' with choices: Hindi, Urdu, Tamil, Telugu, Marathi, Modern Chinese, Arabic, Khasi/Misiam, and Nil. Below this, there are checkboxes for 'Non Core Subjects (at least 2 subjects)': Life Skills and Values, Performing Arts, and Physical Education. A section titled 'Other Core Subjects' is marked as 'The s section below should be filled for Extended Candidates ONLY' and contains checkboxes for Science, ICT, Tech. Studies, Business and Enter. Edu., Social and Mod. Stud., and Art and Des. The form has 'Save New Candidate', 'Cancel Changes', and 'Delete' buttons. A search bar is visible in the top right corner.

This page is used to :

- 1.1 Insert a candidate.
- 1.2 Edit a candidate.
- 1.3 Delete a candidate.

1.1 Inserting a Candidate

Stream	Name	Gender	College Code
R	AA-AA	M	888
E	BEEHARRY-SALMA	F	888
R	JEEWANNOVNISHI	F	888
R	MAUTADINMAVA	F	888
R	MOHUNGEETKA	F	888
E	MUNJHUREA/VAJNA	F	888
R	MUTHYIBBI WAZEERA	F	888
E	OODTSONNA	F	888
R	SEEBARUTHUSTI	F	888

If this is the first candidate that is being input, you can start entering the candidate information directly. Otherwise, you should click on button ‘**Create New Candidate**’.

All the fields marked with a red asterisk are mandatory.

Stream : the candidate stream can be either ‘**Regular**’ or ‘**Extended**’.

Name : should be entered in the format SURNAME:PRENAMES (i.e surname first, followed by a colon which is mandatory, and then the prenames) e.g. JONES:SARAH MELANIE.

Gender : can be either ‘**Male**’ or ‘**Female**’.

Date of Birth : This should be entered in the format DD/MM/YYYY (i.e day followed by month and then year) e.g 31/12/2006.

NID No. : the National Identity Card Number should be entered here. If the candidate is not a Mauritian citizen, checkbox ‘**Foreign**’ should be ticked and the serial or ID number available on the birth certificate or passport of the foreign candidate must be entered in the NID field.

Foreign Cand. : If the candidate is not a Mauritian citizen, this checkbox should be ticked.

Optional Core Subject : If the candidate will not sit for any optional core subject then choose the last option i.e ‘**Nil**’.

Non Core Subjects : At least two Non Core Subjects should be selected.

Other Core Subjects : This section should be filled for Extended Programme candidates only. At least 3 Other Core Subjects should be selected.

After input is complete, click on button 'Save New Candidate' on top of the page to save the record.

The screenshot shows the 'NCE Assessment 2023 - Candidate Entry Form' interface. The form includes fields for School Code (NCE888), Stream, Name, Date of Birth, NID No., Address1, Address2, Address3, Phone, Mobile, Email, Gender, and Foreign Cand. There are also checkboxes for Optional Core Subject (only 1 option) and Non Core Subjects (at least 2 subjects). A section for Extended Candidates ONLY contains checkboxes for Other Core Subjects: Science, ICT, Tech. Studies, Business and Entr. Edu., Social and Mod. Stud., and Art and Des. The 'Save New Candidate' button is highlighted with a red arrow.

Message 'Action Processed' will be displayed. The record of the candidate will now appear as an entry in the right panel.

The screenshot shows the same 'NCE Assessment 2023 - Candidate Entry Form' interface. The 'Save New Candidate' button is highlighted with a red arrow. The right panel table now includes a new entry 'AA-AA' with Gender 'F' and College Code '888'. A red arrow points to this new entry.

Name	Gender	College Code
AA-AA	F	888
DINASINGHARSHINIULU	F	888
DOOLURISHITA	F	888
GUNGAHATANUSHEE	F	888
HEETUNBHOMIKA	F	888
JEETUNVOGESHWAREE	F	888
KHRODHURCHARUSMITA	F	888
KOWLESSURSANVIKTA	F	888
LALSINGYOUSHA	F	888

To insert another record click on button 'Create New Candidate' found on top of the page.

1.2 Editing a Candidate

Click on the candidate's name in the list displayed on the right panel of the screen to select it.

The candidate's details will be displayed in the left panel. Make the necessary changes here and click on button '**Apply Changes**' found at the top of the page, otherwise, the changes will not be saved.

National Certificate of Education (School Candidates) mu888

Home
Candidate Entry
Reports
List of Subjects

NCE Assessment 2023 - Candidate Entry Form

Print Verification Forms for this Candidate (Regular Programme) **Apply Changes** **Create new Candidate**

School Code: **NCE888** Card. Id: **66**

Stream: Regular

Name: **KOWLESSUR-SANYUKTA** Gender: Female

Date of Birth: 01/12/2007 NID No.: K0112070167080 Foreign Cand.

Address1: BOIS PIGNOLET Address2: TERRE ROUGE Address3:

Phone: 2490052 Mobile: 57634618 Email: kalichurnsanyukta@gmail.com

Optional Core Subject (only 1 option): Hindi Urdu Tamil Telugu Marathi Modern Chinese Arabic Kresl Morisien Nil

Non Core Subjects (at least 2 subjects): Life Skills and Values Performing Arts Physical Education

The section below should be filled for Extended Candidates ONLY

Other Core Subjects: Science ICT Tech. Studies Business and Entr. Edu. Social and Mod. Stud. Art and Des.

Cancel Changes **Delete**

Name	Gender	College Code
AAAA	F	888
DINASINGHARSHINUJU	F	888
DOOLURISHITA	F	888
GUNGAHTANUSHEE	F	888
HEETUNBHOMIKA	F	888
JEETUNYOGESHWAREE	F	888
KHIRODHURCHARUSMITA	F	888
KOWLESSUR-SANYUKTA	F	888
LALSINGYOUSHA	F	888

1.3 Deleting a Candidate

Click on the candidate's name in the list displayed on the right panel of the page to select it.

The candidate's details will be displayed in the left panel. Click on button '**Delete**', found at the bottom of the page, to delete the record.

The screenshot displays the 'National Certificate of Education (School Candidates)' portal. The main area is titled 'NCE Assessment 2023 - Candidate Entry Form'. It contains a form for entering candidate details, including fields for School Code (NCE888), Stream (Regular), Name (KOWLESSUR/SANYUKTA), Date of Birth (01/12/2007), NID No. (K0112070167080), Address (BOIS PIGNOLET), and Phone (2490052). There are also checkboxes for 'Optional Core Subject' (Hindi selected), 'Non Core Subjects' (Life Skills and Values, Performing Arts, Physical Education selected), and 'Other Core Subjects' (Science, ICT, Tech. Studies, Business and Entr. Edu., Social and Mod. Stud., Art and Des.). A 'Delete' button is located at the bottom right of the form, highlighted by a red arrow.

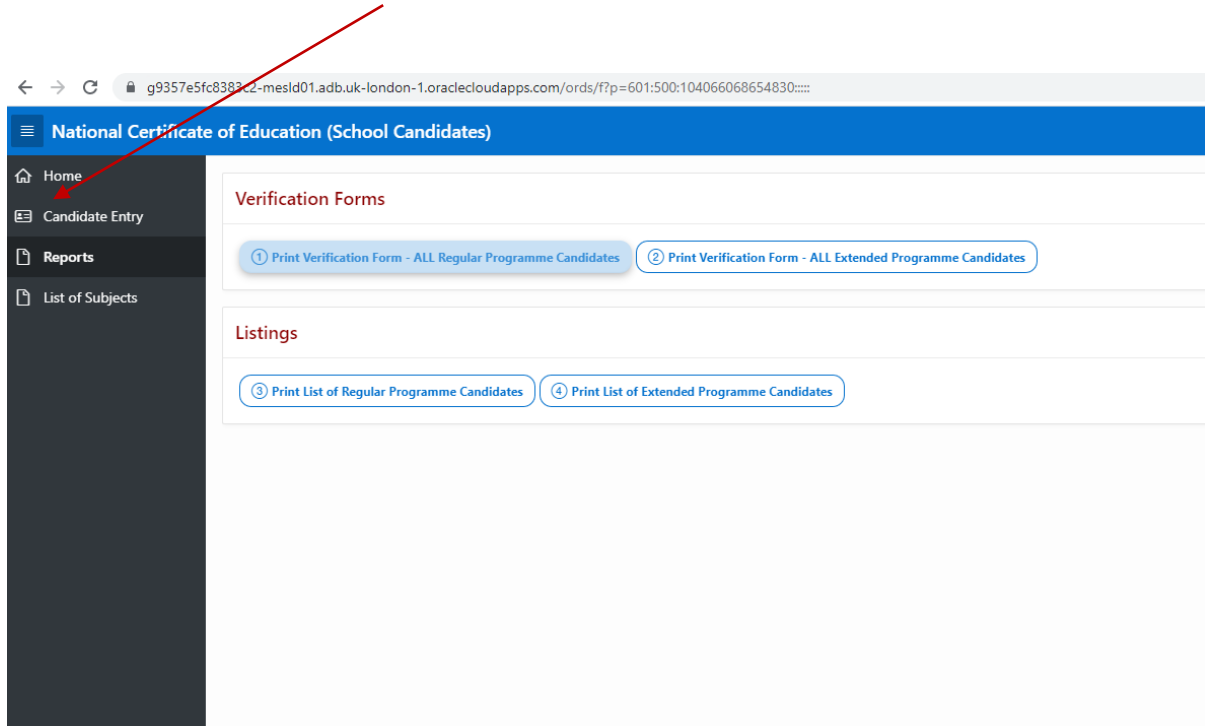
On the right side, there is a table listing candidates:

Name	Gender	College Code
AAAA	F	888
DINASINGH/HARSHINI/ULU	F	888
DOOLUR/SHITA	F	888
GUNGAH/TANUSHEE	F	888
HEETUN/BHOMIKA	F	888
JEETUN/YOGESH/HAREE	F	888
KHRODHUR/CHARUSMITA	F	888
KOWLESSUR/SANYUKTA	F	888
LALSING/YOUSHA	F	888

2. Reports

After all candidates' details have been entered in the program, different lists may be printed for checking purposes.

Click on option '**Reports**' on the left menu bar. The following page will be displayed.

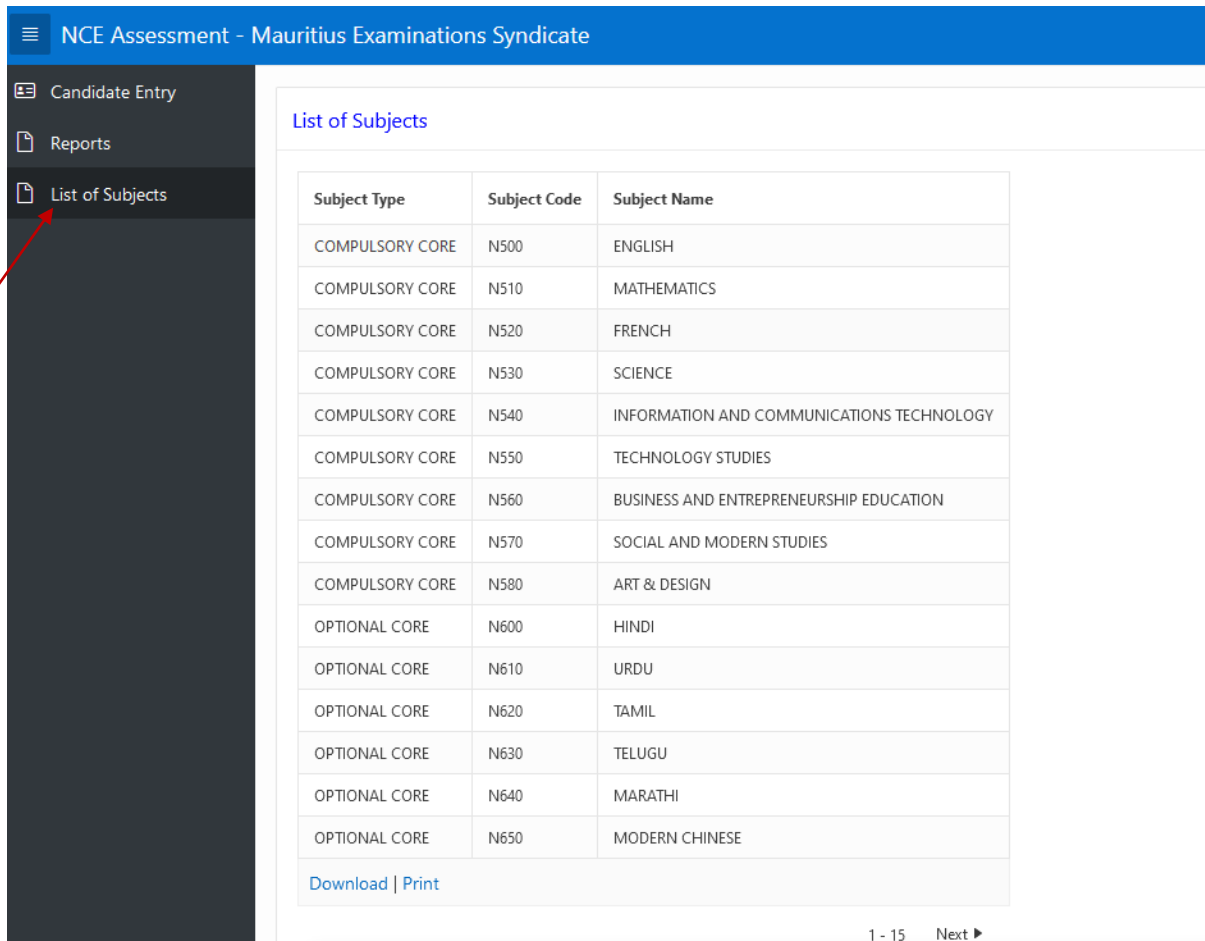


The following reports are available :

- Individual Verification Forms for all Regular Programme candidates
- Individual Verification Forms for all Extended Programme candidates
- List of Regular Programme candidates
- List of Extended Programme candidates

List of Subjects

A list of subjects may be obtained by clicking on option 'List of Subjects' on the left menu bar.



The screenshot shows the NCE Assessment - Mauritius Examinations Syndicate website. The left menu bar has three items: 'Candidate Entry', 'Reports', and 'List of Subjects'. A red arrow points to 'List of Subjects'. The main content area displays a table titled 'List of Subjects' with three columns: 'Subject Type', 'Subject Code', and 'Subject Name'. The table lists 15 subjects, categorized into 'COMPULSORY CORE' and 'OPTIONAL CORE'. Below the table are links for 'Download' and 'Print', and a pagination indicator '1 - 15 Next ▶'.

Subject Type	Subject Code	Subject Name
COMPULSORY CORE	N500	ENGLISH
COMPULSORY CORE	N510	MATHEMATICS
COMPULSORY CORE	N520	FRENCH
COMPULSORY CORE	N530	SCIENCE
COMPULSORY CORE	N540	INFORMATION AND COMMUNICATIONS TECHNOLOGY
COMPULSORY CORE	N550	TECHNOLOGY STUDIES
COMPULSORY CORE	N560	BUSINESS AND ENTREPRENEURSHIP EDUCATION
COMPULSORY CORE	N570	SOCIAL AND MODERN STUDIES
COMPULSORY CORE	N580	ART & DESIGN
OPTIONAL CORE	N600	HINDI
OPTIONAL CORE	N610	URDU
OPTIONAL CORE	N620	TAMIL
OPTIONAL CORE	N630	TELUGU
OPTIONAL CORE	N640	MARATHI
OPTIONAL CORE	N650	MODERN CHINESE

[Download](#) | [Print](#)

1 - 15 Next ▶