

## Guidelines for Electronic Input of Data (5016 & 9396)

- Marks for Physical Education may be entered using soft copies of “Coursework Assessment Summary Form” (CASF) herewith attached. These forms have validations to help in minimizing input/clerical errors. Educators concerned can also download the “CASF” under the “*School/Centres*” section, under sub-header “*Documents for Moderation Exercise*” from the Mauritius Examinations Syndicate website <https://mes.govmu.org/mes/>
- Schools requiring multiple “CASF”, based on their number of candidates, can download these forms which can be renamed as detailed: (*PSN\_SubjectCode\_PaperCode\_CASF2022\_SheetNumber*).

For example, if two (2) “CASF” forms are required for Physical Education 5016/02 for Centre MU999, these two files can be renamed as

- MU999\_5016\_02\_CASF2022\_1
- MU999\_5016\_02\_CASF2022\_2

- Once the “CASF” has been **downloaded**, marks of the candidates can be entered. It is imperative to leave **one** line between each subsequent candidate so that the External Moderators may do their workings.
- Kindly ensure that the candidate marks for a particular subject are entered on the corresponding “CASF” in order of candidate’s index number.
- The range of marks will be automatically validated and total marks calculated by the electronic “CASF”. The other fields on the sheet must also be entered (*Centre Number, Centre Name, Exam Series, Year, Name of teacher completing this form, Date*).
- It is advised to
  - use the latest version of Adobe Acrobat Reader when editing the forms
  - save your work at different time intervals while marks are being input on the “CASF”.
- The filled “CASF” should be printed on “A4” Bond paper in **landscape** and the **hard copies** signed by the Rector and Educator completing the form with the **seal of school**.
- Please note that if any candidate is not submitting his/her coursework or is absent, input of marks should **not** be made for the candidate on the soft copy of the “CASF”. The Educator should specify in **handwriting on the hard copy**, beside the candidate’s name across the marks fields, “NOT SUBMITTED” / “ABSENT” or tick as “ABSENT” respectively for the candidate.
- Two copies (*1 Original ‘CASF’ + 1 copy of the Original ‘CASF’*) of the duly filled and signed “CASF” (***HARD COPIES***) must be **submitted to the MES** on the date and time mentioned on the schedule (*Annex 1*).
- **The same procedures as aforementioned (downloading/editing/saving, printing) should be followed for filling the other interactive forms required for the examination/s.**  
The “Certificate of Authenticity” (*Individual 9396/02 and Group 5016/02 & 9396/04*) and label for Hill Walking, which are also enclosed for download, should be filled in manually.  
Educators may also, to some extent, use manual input of data as convenient to them for completing and filling interactive forms.  
ALL DOCUMENTS REQUIRED TO BE USED BY THE EDUCATORS WILL BE SENT TO ALL SCHOOLS BY E-MAIL AND WILL BE ALSO AVAILABLE ON THE MES WEBSITE.
- **All duly filled forms should bear date, the seal of School, signature of the Rector (where applicable) and signature of Educator.**
- **All marks, hard and soft copies, should be kept securely at schools under strict confidentiality.**
- *Schools may also contact the MES, at the earliest, to obtain hard copies of the documents required in case of difficulties for printing.*