



**MAURITIUS EXAMINATIONS SYNDICATE**

**National Certificate of Education (NCE) Assessment**

**Input of SBA Results**

**User Guide**

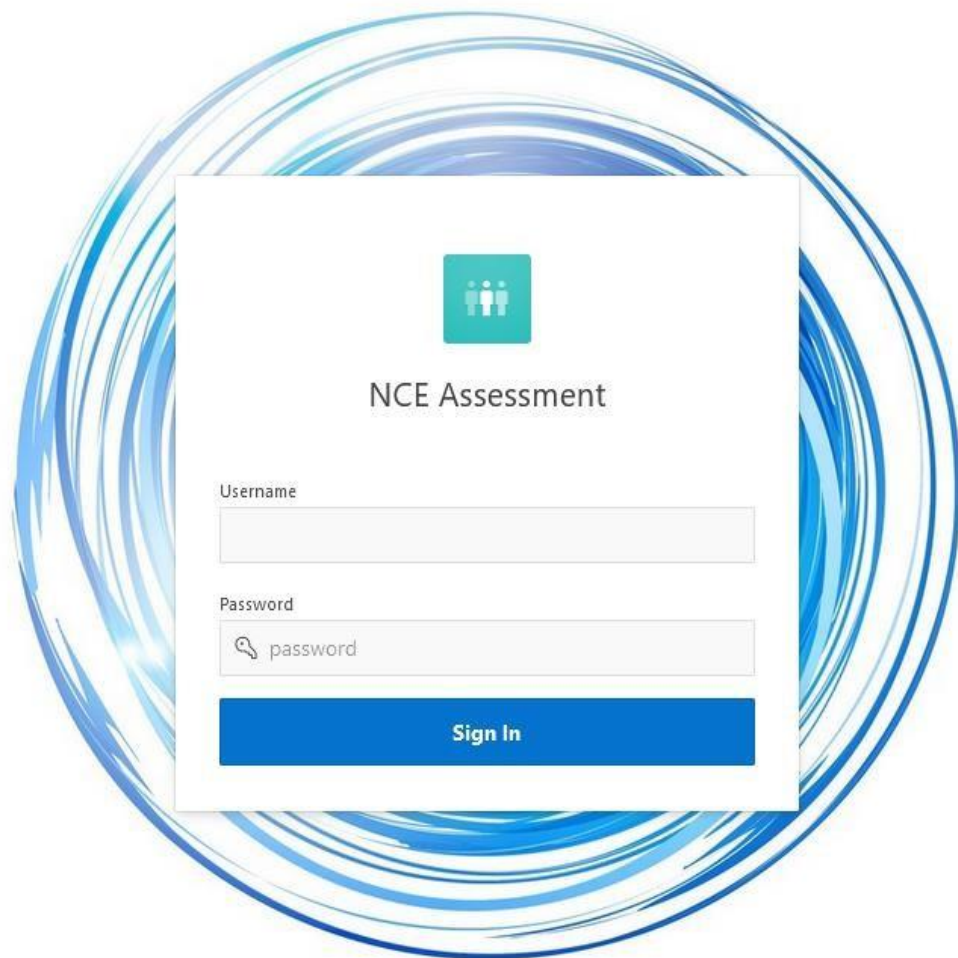
**August 2022**

## 1. Running the application

The **Online Entry Application** can be accessed as follows :

- Go to the MES website by copying the below URL in a browser :  
<http://mes.intnet.mu>
- Click on 'E-Services'.
- Click on 'NCE Assessment – Input of SBA Results'.
- Click on 'Program for the Input of SBA Results'

The following **Login Page** will be displayed.



The image shows a login form for 'NCE Assessment'. At the top center is a teal square icon containing two white human figures. Below the icon, the text 'NCE Assessment' is displayed. Underneath, there are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to its left and the text 'password' inside. At the bottom of the form is a blue button with the text 'Sign In' in white.

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

## 2. The Home Page


The screenshot shows the home page of the National Certificate of Education (NCE) Assessment application. At the top, there is a blue header with the text "National Certificate of Education (School Candidates)". Below this is a dark grey sidebar with a home icon and the text "Home", and a list of menu items: "List of Subjects", "SBA", and "Lock Input of SBA Results". The main content area has a white background with the title "National Certificate of Education (NCE) Assessment" in large black font. Below the title is a teal square icon with three white human figures, followed by the text "Version 2.0". A green message states: "This application has been designed for colleges which have candidates sitting for the NCE 2022 Assessment." Below this is a section titled "School Based Assessments" in red. The text explains the application's use for inputting results for Non-Core Subjects: "The application is used to input the results obtained by candidates in the following Non-Core Subjects :". A numbered list follows: "1. Performing Arts", "2. Physical Education", and "3. Life Skills and Values". At the bottom of this section, there is a blue link: "Download User Guide for the Input of SBA Results" followed by the text "<----- Click here".

National Certificate of Education (School Candidates)

Home

- List of Subjects
- SBA
- Lock Input of SBA Results

# National Certificate of Education (NCE) Assessment

 Version 2.0

This application has been designed for colleges which have candidates sitting for the NCE 2022 Assessment.

### School Based Assessments

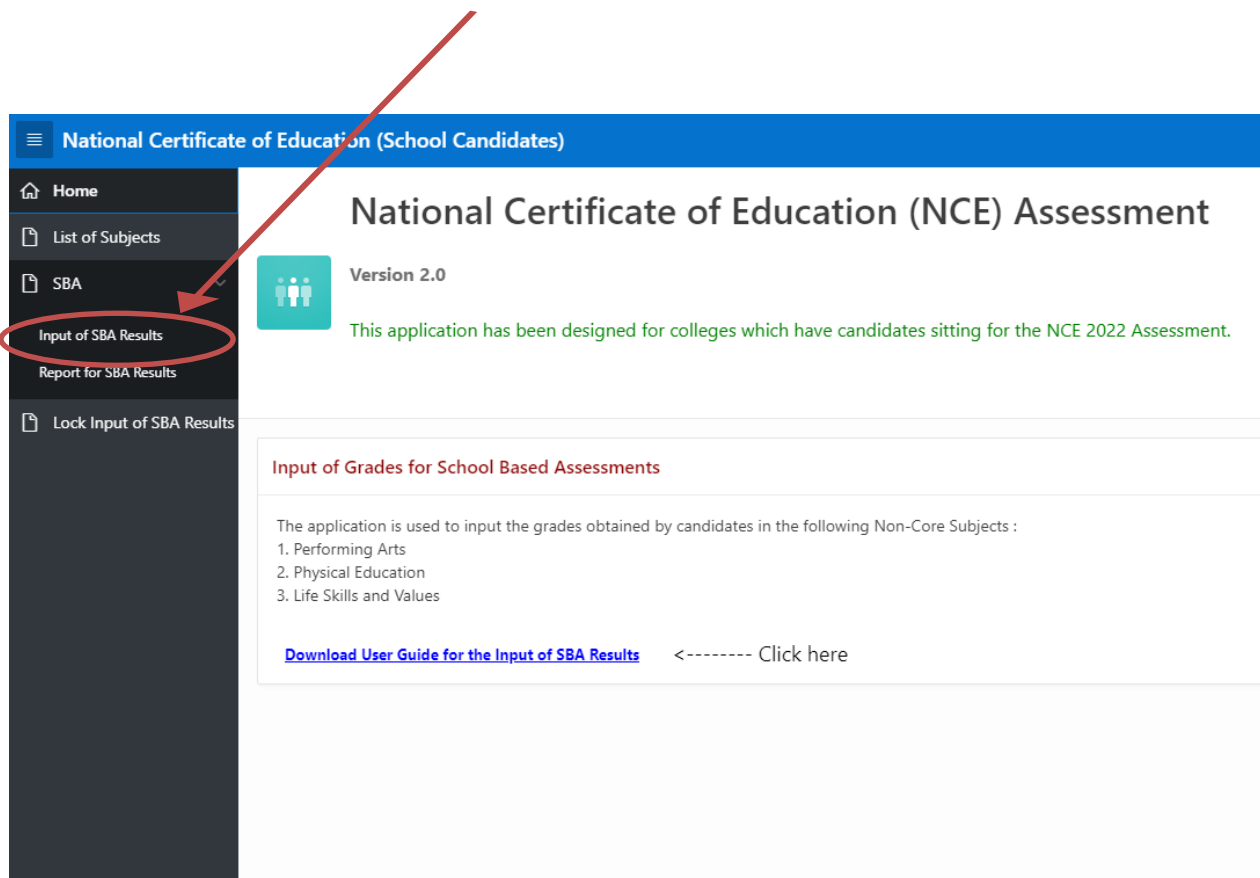
The application is used to input the results obtained by candidates in the following Non-Core Subjects :

1. Performing Arts
2. Physical Education
3. Life Skills and Values

[Download User Guide for the Input of SBA Results](#) <----- Click here

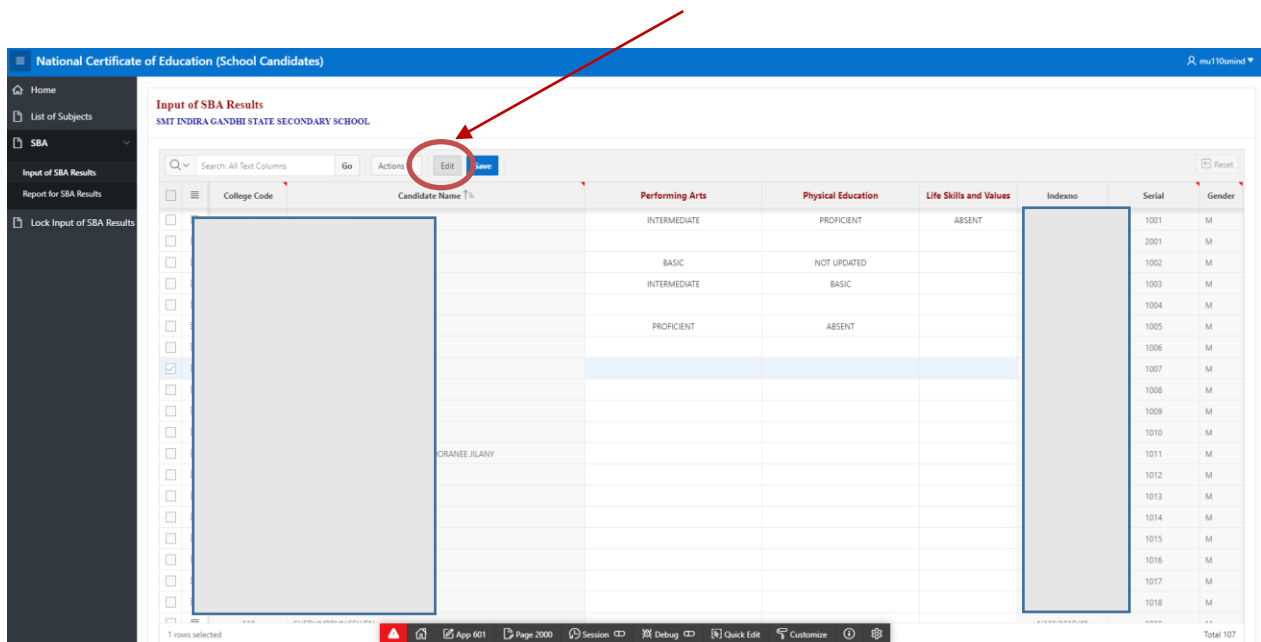
### 3. Input of SBA Results

Click on menu item ‘SBA’ found on the left Menu Bar and select option ‘Input of SBA Results’.



The following page is displayed.

Note that columns college code, candidate name and indexno are hidden in this screenshot. These information will be displayed in the actual page.



To input the results obtained by candidates proceed as follows :

1. Click on button '**Edit**' found on top of the grid. Note that you will not be able to enter candidates results unless you click on this button first.
2. Double click on the cells in any one of the columns '**Performing Arts**', '**Physical Education**' or '**Life Skills and Values**' to update the results of candidates in non-core subjects.
3. Note that each time you click in a cell, a drop-down is displayed, whereby you can select the result obtained by the candidate.
4. After having entered a few results, click on button '**Save**' (found next to button '**Edit**') to save your changes.
5. A cell which is grayed when you click on it, means that the candidate was not entered for this Optional Core Subject.

## 4. Report

After the results of all candidates have been entered, a list should be printed for verification. Click on ‘SBA’ on the left menu bar and select ‘Report for SBA Results’.

The page below is displayed.

The screenshot shows the 'National Certificate of Education (School Candidates)' interface. The left sidebar contains the following menu items: Home, List of Subjects, SBA, Input of SBA Results, Report for SBA Results (highlighted with a red circle), and Lock Input of SBA Results. The main content area displays the 'SBA Grades Report' for College Code 110. The table below shows the results for 15 candidates, all of whom are Male. The grades are as follows:

College Code	Gender	Name	Grade in Performing Arts	Grade in Physical Education	Grade in Life Skills and Values
110	Male	[Redacted]	Intermediate	Proficient	Absent
	Male	[Redacted]	Not Entered	***	***
	Male	[Redacted]	Basic	***	Not Entered
	Male	[Redacted]	Intermediate	Basic	Not Entered
	Male	[Redacted]	***	***	Not Entered
	Male	[Redacted]	Proficient	Absent	Not Entered
	Male	[Redacted]	***	***	Not Entered
	Male	[Redacted]	***	***	Not Entered
	Male	[Redacted]	***	***	Not Entered
	Male	[Redacted]	***	***	Not Entered
	Male	[Redacted]	***	***	Not Entered
	Male	[Redacted]	***	***	Not Entered
	Male	[Redacted]	***	***	Not Entered
	Male	[Redacted]	***	***	Not Entered
	Male	[Redacted]	***	Not Entered	***

A 'Print' button is located at the bottom of the table, highlighted with a red circle. The page number '1 - 15' and a 'Next' button are visible at the bottom right of the table.

Scroll down to the bottom of the page and click on ‘Print’ to get a PDF version of the list. Save the file to disk. Open it in Adobe Reader and print it.

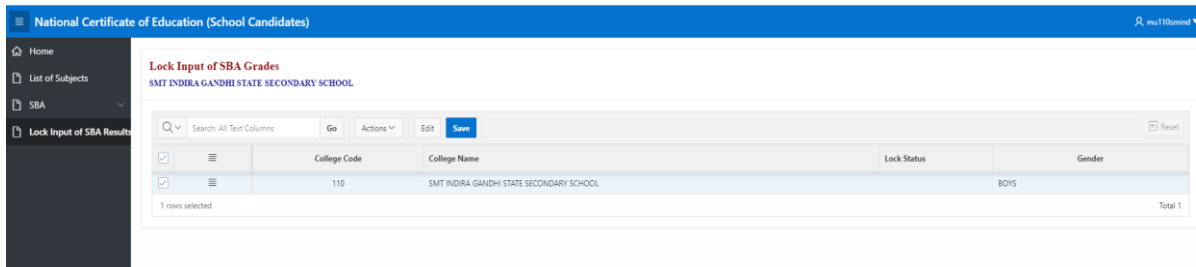
**IMPORTANT :**

1. The asterisks in the report means that the result of the candidate in that particular non-core subject has not been input. All results marked with asterisks should be input in page '**Input of SBA Results**' before the college is locked and the final list is printed.
2. A printed copy duly signed by the Head of School and bearing the seal of the school should be submitted to the MES. Note that the school should be locked as described below, before printing the report to be submitted to the MES.
3. Please note that the results of your students are confidential and should not be divulged to unauthorised persons.

## 5. Lock Input of SBA Results

Once all results have been verified and found correct, the records should be locked before printing the final list to be sent to the MES.

Click on '**Lock Input of SBA Results**' on the left menu bar. The following page is displayed.



Click on button '**Edit**' found on top of the grid and click in column '**Lock Status**'. Status '**CLOSED**' will be displayed in the cell. Click on button '**Save**'.

Now you may proceed with the printing of the final list to be sent to the MES. Note that '**Lock Status : CLOSED**' will be displayed in the header of the list.