MAURITIUS EXAMINATIONS SYNDICATE

National Certificate of Education (NCE) Assessment
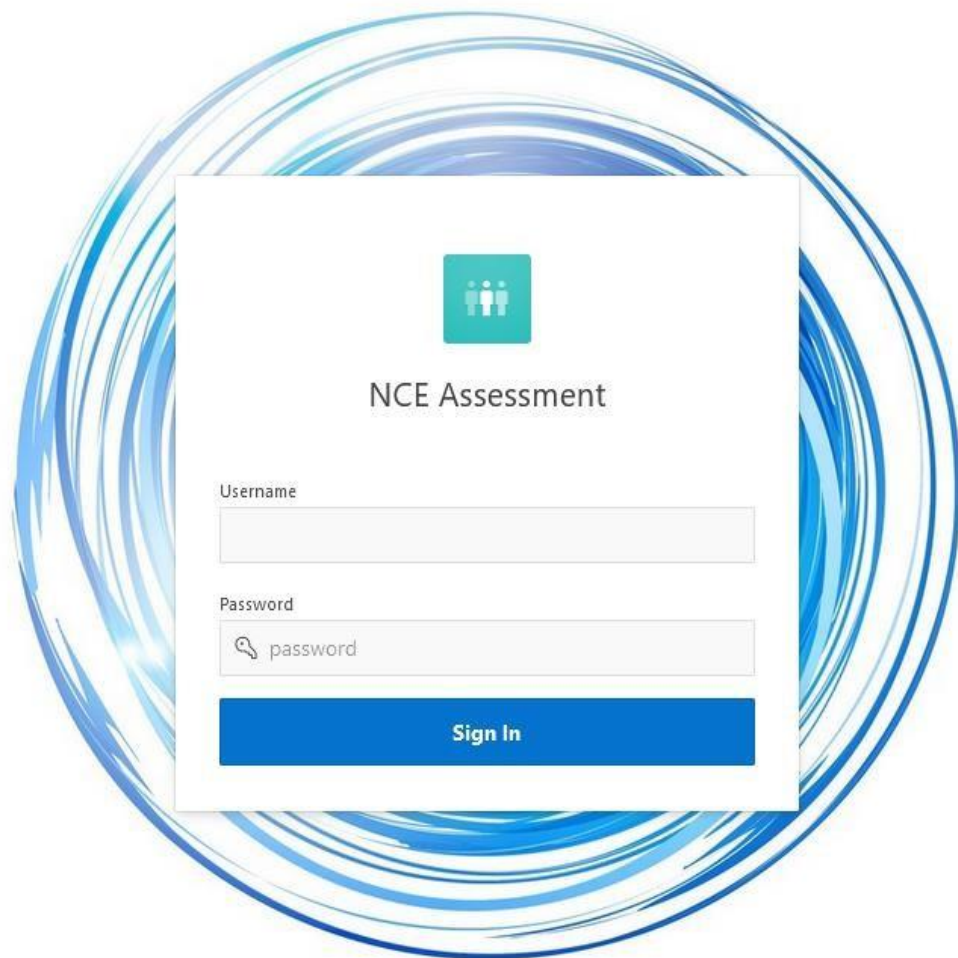
Input of SBA Results

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.

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

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3. Input of SBA Results

Click on menu item **'SBA'** found on the left Menu Bar and select option **'Input of SBA Results'.**
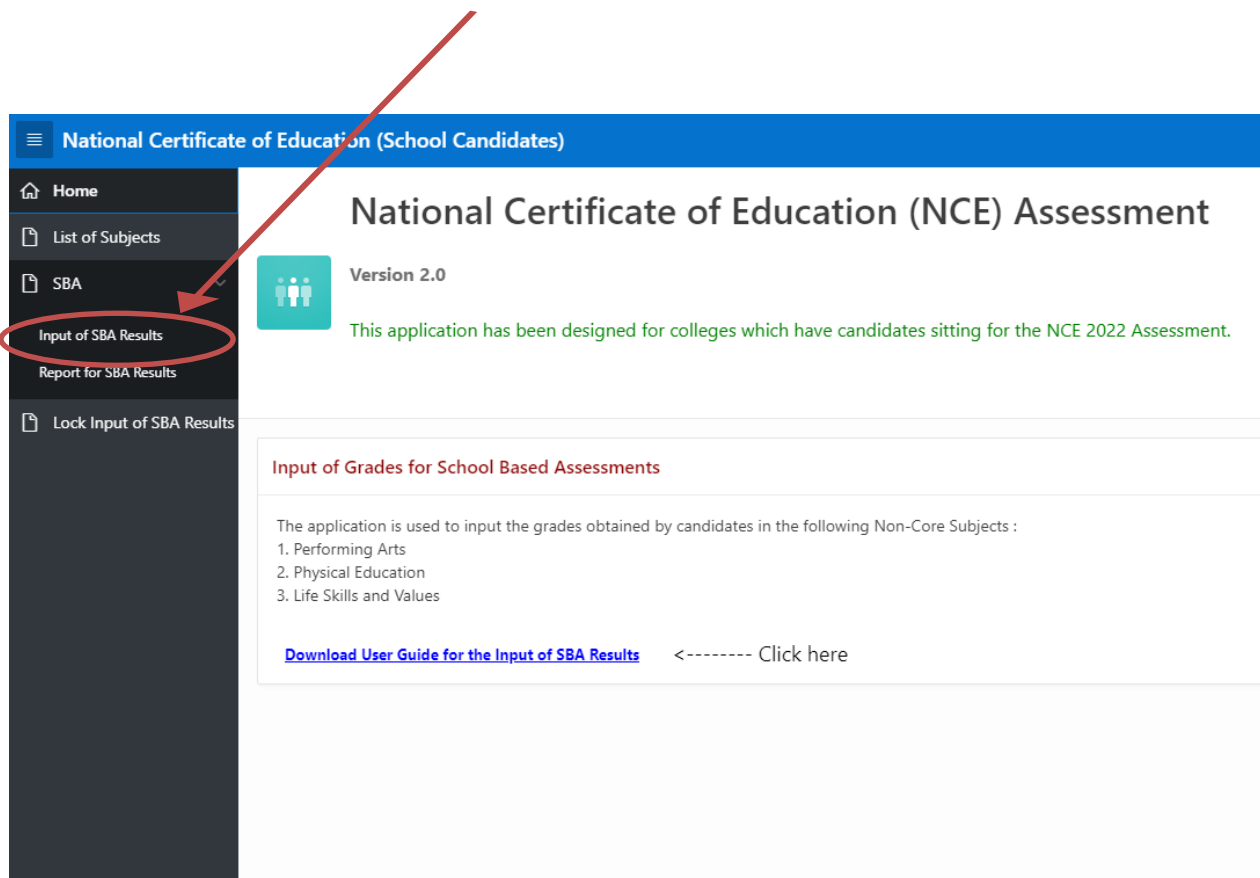
The following page is displayed.

Note that columns college code, candidate name and indexno are hidden in this screemshot. 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.
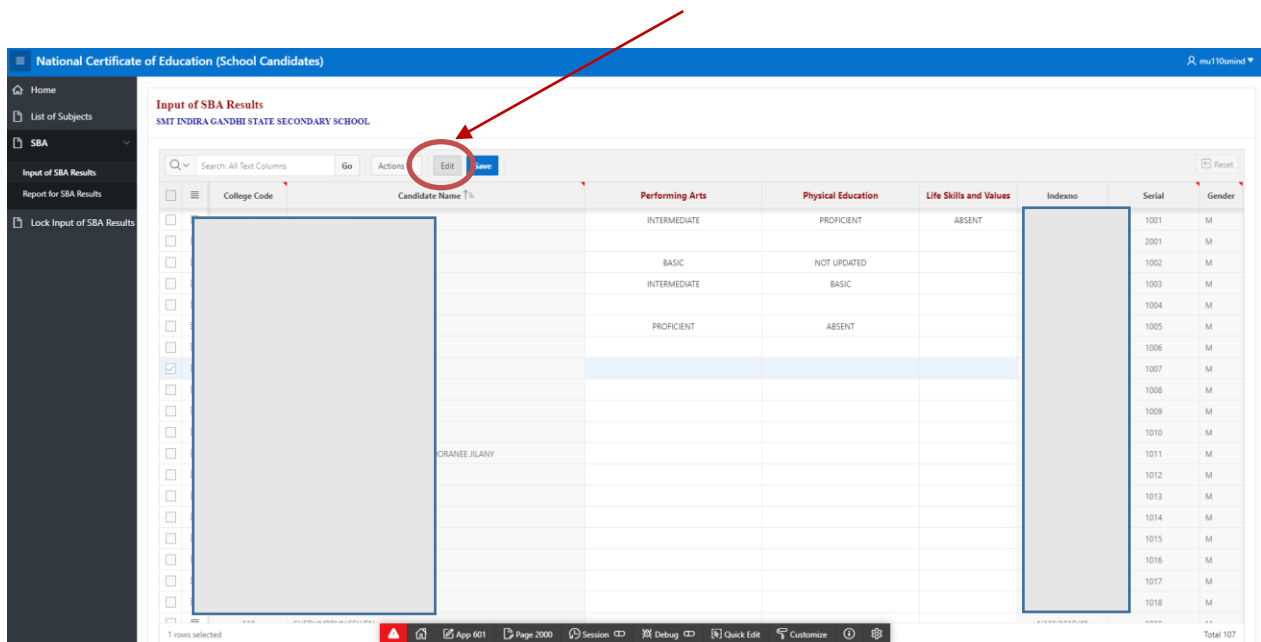
3. Note that each time you click in a cell, a drop-down is displayed, whereby you can select the result obtained by the candidate.

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.

Scroll down to the bottom of the page and click on '**Prin**t' 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.
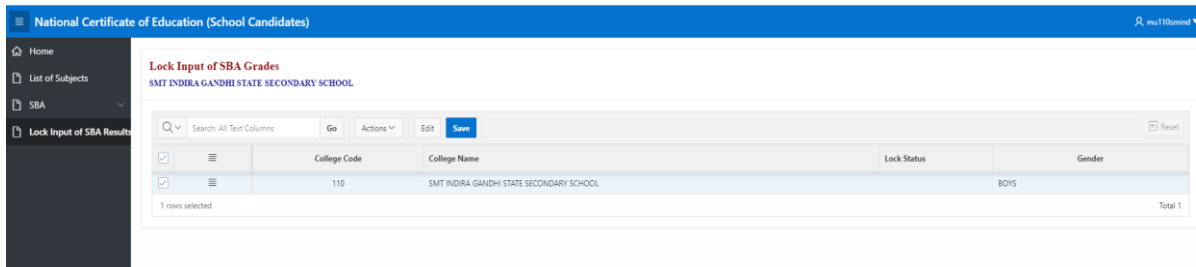
Click on button '**Edit'** found on top of the grid and click in column '**Lock Status'**. Status '**CLOSED'** will be displayed in the cell. Click on button '**Save'**.

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.