



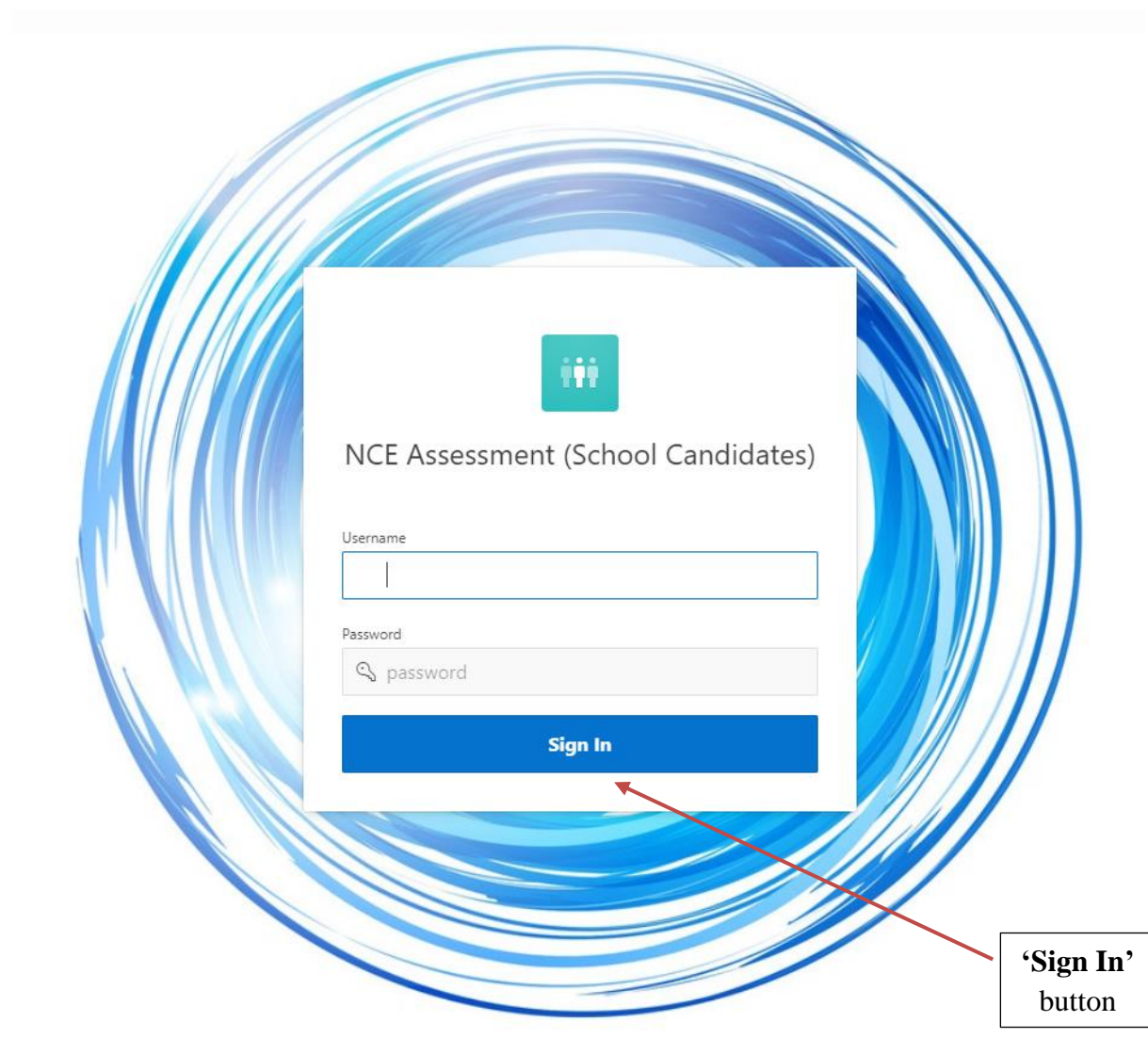
# **MAURITIUS EXAMINATIONS SYNDICATE**

## **National Certificate of Education (NCE) Assessment Online Entry Program**

### **User Guide**

Data Processing / Information Technology Section (One)  
April 2023

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

NCE Assessment - Mauritius Examinations Syndicate

Home

Candidate Entry

Reports

List of Subjects

### National Certificate of Education (NCE) Assessment

Version 3.0

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

#### Candidate Entry

Your attention is drawn to the following :

- (i) Candidates' particulars should be entered correctly.
- (ii) The name and date of birth of candidates should be exactly as they appear on their birth certificate.

[Download 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 main content area is titled 'NCE Assessment 2023 - Candidate Entry Form'. On the left, there is a dark sidebar menu with options: Home, Candidate Entry (selected), Reports, and List of Subjects. The form itself contains the following fields and options:

- School Code: NCE888
- Stream: [Dropdown]
- Name: [Text Field]
- Date of Birth: [Text Field]
- Address1, Address2, Address3: [Text Fields]
- Phone: 99999999, Mobile: 99999999, Email: [Text Field]
- Gender: [Dropdown]
- NID: [Text Field]
- Foreign Cand.:
- Optional Core Subject (only 1 option):  Hindi  Urdu  Tamil  Telugu  Marathi  Modern Chinese  Arabic  Khasi Meitei  Nil
- Non Core Subjects (at least 2 subjects):  Life Skills and Values  Performing Arts  Physical Education
- Other Core Subjects (at least 2 subjects):**
  - Science
  - ICT
  - Tech. Studies
  - Business and Enter. Edu.
  - Social and Mod. Stud.
  - Art and Des.

Buttons include 'Save New Candidate' (top right), 'Cancel Changes' (bottom left), and 'Delete' (bottom right). 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

Name	Gender	College Code
AAAA	F	888
DINASINGHARSHINI	F	888
DOOLURISHITA	F	888
GUNGAHANTANUSHEE	F	888
HEETUNBHOJMIKA	F	888
JETUNYOGEHWAREE	F	888
KHRODCHURCHARUSMITA	F	888
KOWLESSURSANVUKTA	F	888
LALSINGVYKUSHA	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., Gender, Address1, Address2, Address3, Phone, Mobile, and Email. There are also checkboxes for 'Optional Core Subject (only 1 option)' and 'Non Core Subjects (at least 2 subjects)'. A section for 'Other Core Subjects' is visible, with checkboxes for Science, ICT, Tech. Studies, Business and Enter. Edu., Social and Mod. Stud., and Art and Des. A red arrow points to the 'Save New Candidate' button located at the top right of the form area.

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

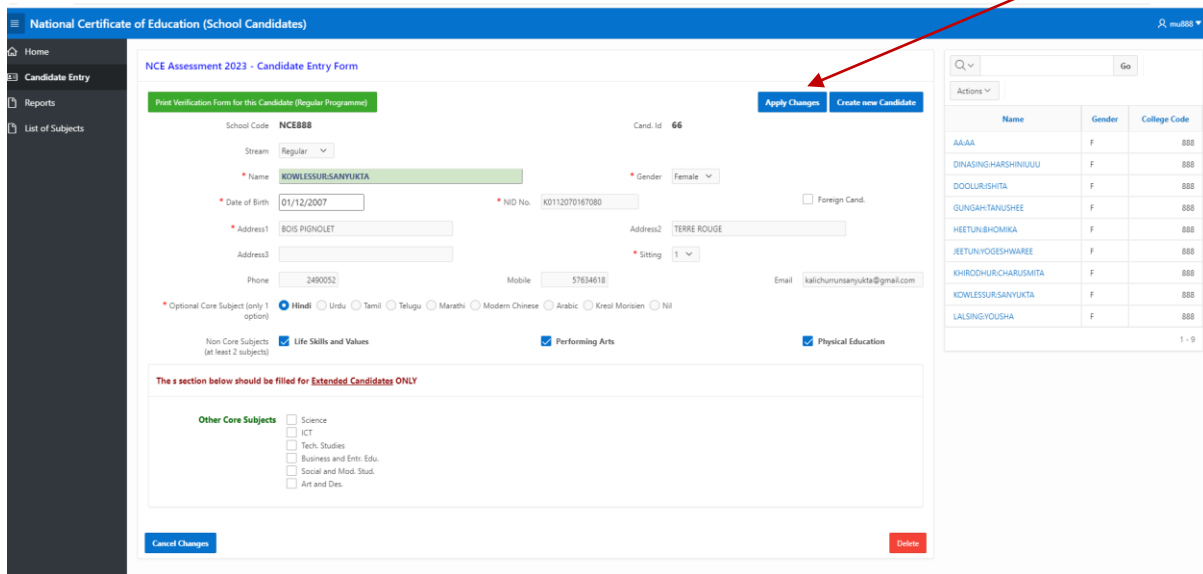
This screenshot is similar to the previous one, but now the 'Save New Candidate' button is highlighted with a blue border. A red arrow points to the 'AA-AA' entry in the candidate list on the right panel, indicating that the record has been successfully added to the system.

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)**

Home  
Candidate Entry  
Reports  
List of Subjects

**NCE Assessment 2023 - Candidate Entry Form**

Print Verification Form 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 \* AID 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, Phone, Mobile, and Email. There are also checkboxes for 'Optional Core Subject' (Hindi, Urdu, Tamil, Telugu, Marathi, Modern Chinese, Arabic, Kneel Morisen, Nil) and 'Non Core Subjects' (Life Skills and Values, Performing Arts, Physical Education). A section for 'Extended Candidates ONLY' includes checkboxes for 'Other Core Subjects' (Science, ICT, Tech. Studies, Business and Entr. Edu, Social and Mod. Stud., Art and Des.). At the bottom of the form, there are buttons for 'Cancel Changes' and 'Delete'. A red arrow points to the 'Delete' button.

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

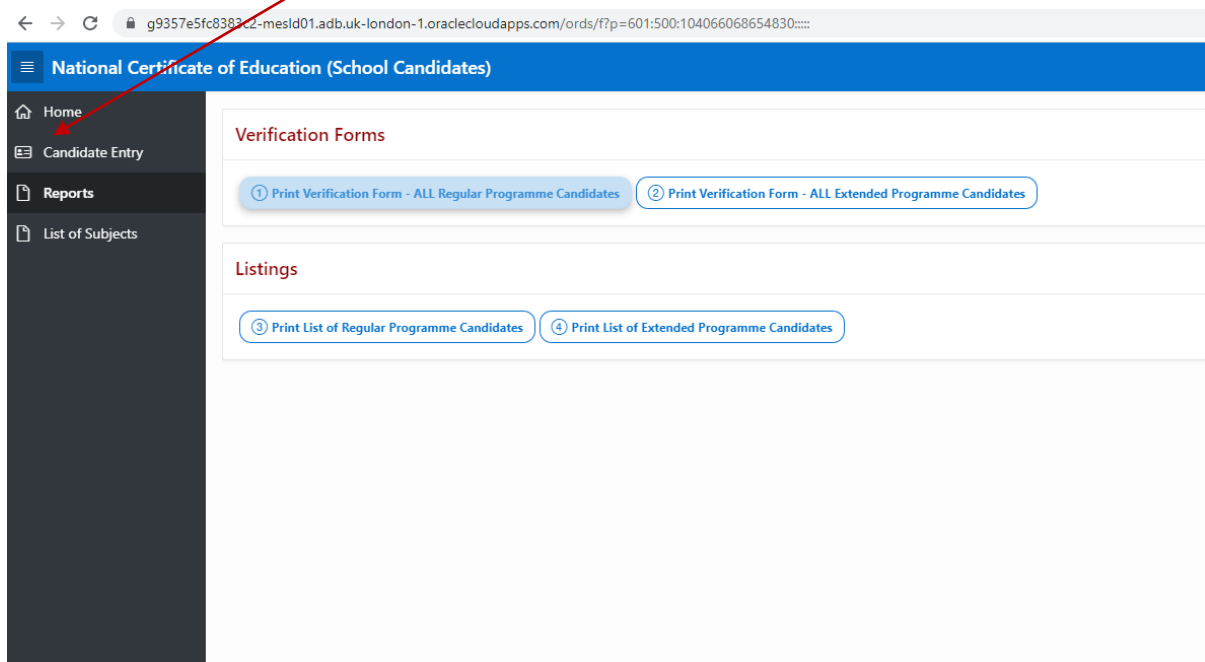
Name	Gender	College Code
AAAA	F	888
DINASINGH/HARSHINI/ULU	F	888
DOOLUR/SHITA	F	888
GUNGAH/TANUSHEE	F	888
HEETUN/BHOMIKA	F	888
JEETUN/YOGESH/HAREE	F	888
KHRODHUR/CHARUSMITA	F	888
KOWLESSUR/SANYUKTA	F	888
LALSING/YOUSHA	F	888



## 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.

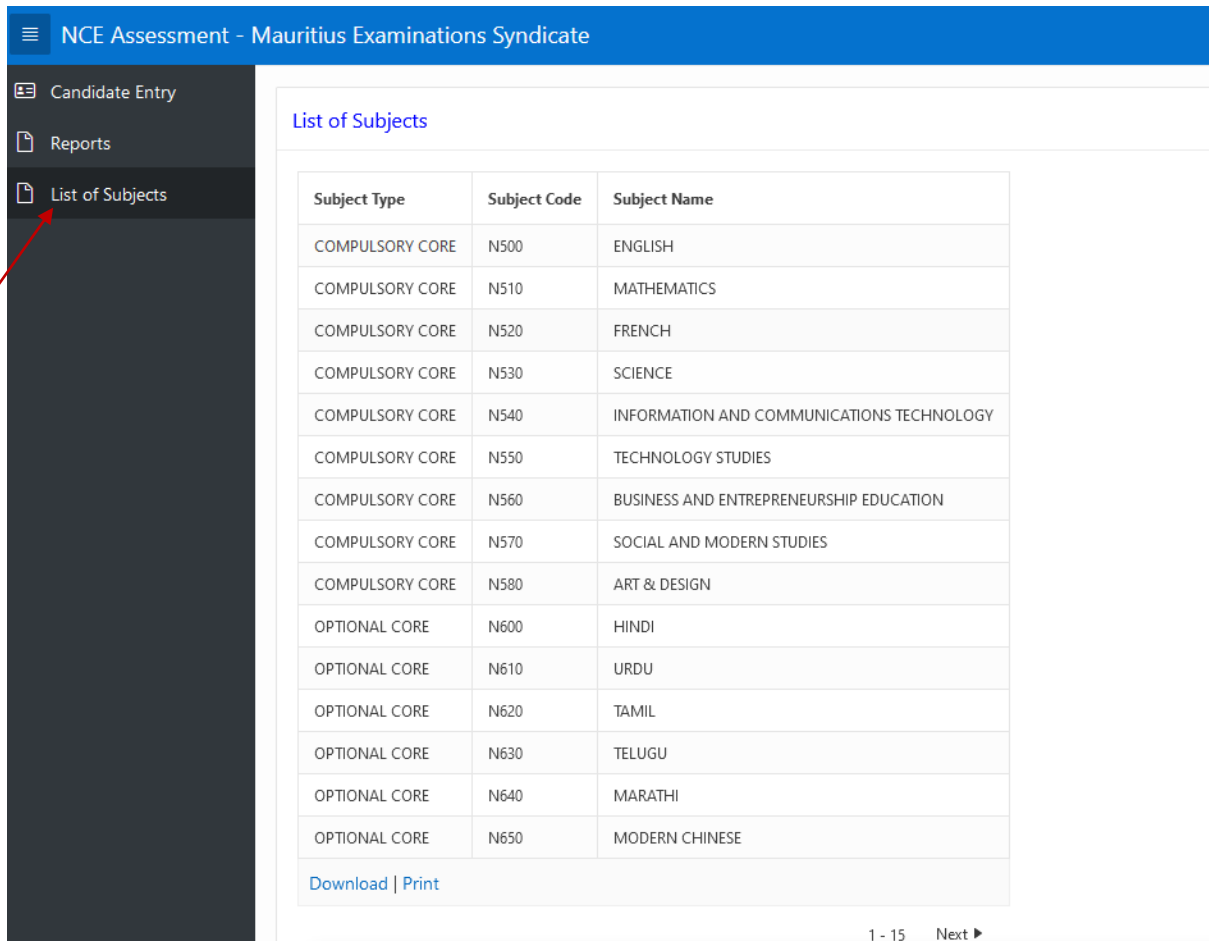


The following reports are available :

- 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 displays the NCE Assessment - Mauritius Examinations Syndicate website. The left-hand navigation menu is dark grey, with the 'List of Subjects' option highlighted in a lighter shade and pointed to by a red arrow. The main content area is white and features a blue header bar with the text 'NCE Assessment - Mauritius Examinations Syndicate'. Below the header, the title 'List of Subjects' is displayed in blue. A table with three columns: 'Subject Type', 'Subject Code', and 'Subject Name' lists 15 subjects. At the bottom of the table, there are links for 'Download' and 'Print'. The page number '1 - 15' and a 'Next' button are visible at the bottom right of the page.

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](#)

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