

Pupil Academic Monitoring System

Check List for GCE 'N' Level Results - 2018

The following is the Guideline for Converting and Analysing GCE 'N' Level Results.

Your PAMS should be Version **5.00 dated 01 Nov 2018** or later. If not, you may upgrade from www.rjcat.com

(only schools with Service Contract for Year 2018 may upgrade)

S.T.E.P.S.

- 1 Change System Year - You will need to change the System Year to 2018 so that PAMS can reminder the Year you are processing.
- 2 Check GCE Code Mapping & Check Subject Subject Grading - You will need to ensure that the GCE Codes are mapped to the PAMS Subject Codes accordingly. Otherwise, you will get "Undefined GCE Codes" during the Conversion.
- 3 Merge Prelim Results for Express Subjects - You will need to Merge the Prelim Results for Express Subjects so that the Aggregate will include the Prelim Results for these Subjects while waiting for GCE 'O' Level Results.
- 4 Convert GCE 'N' Level Results - You will first download the GCE Text File from MOE and save it into your computer. Convert will import the Data from the TextFile into PAMS format.
- 5 Process Results - After you have converted the GCE Results, you are ready to process the GCE Results. Processing will compute and tabulate the Results, preparing data for Printing.

The first 3 steps can be done prior to release of GCE Results.

After you have gone through all the STEPS, you may proceed to Print all the relevant Reports for Analysis.

Step 1 - Change System Year

This is to ensure that you are dealing with the correct year data.

Menu Access: System Table Menu || Setup Table

Setup Table

Change to 2018

Main

Current Year: 2018

Photograph Location (Drive & Folder):

Backup Location (Drive & Folder):

Last AutoBackup Date/Time: 1111111111

Target Method

Computation Method: Enhanced Method

Expected MSG: Truncated MSG

Max Subject to Count (Average Marks)

| | Express | IP |
|---------|---------|----|
| Level 1 | 99 | 99 |
| Level 2 | 99 | 99 |
| Level 3 | 99 | 99 |
| Level 4 | 99 | 99 |

Add Delete Save Cancel Close

STEPS:

- Change the Current Year to 2018
- Click Save Button
- Click Close Button

Step 2 - Check GCE Code Mapping

Since the Subject Codes and the GCE Codes are not the same, you will need to map them accordingly. Otherwise, you may encounter “GCE Codes not defined” when you convert the GCE Results.

Use the 1st GCE for the main mapping. The 2nd GCE is meant for Subject with different GCE Syballus.

You should ensure that ALL the GCE Codes for Level 4 Normal (A) and Normal (T) are defined.

Menu Access: System GCE Menu || **Subject Grading Scheme**

Secondary School Pupil Academic Tracking System - Version 5.00 - Dated : 10 Oct 2016

Subject Grading Scheme [Updated on 04 Oct 2016 - LIVE]

Drag a column header here to group by that column

| Main | | | Subject Info | | | | | E Code | |
|------|-----|--------|--------------|-------------|-----------------------------|-----|----------------|--------|------|
| Year | Lev | Stream | Code | Abbr | Desc | Cat | Grading Scheme | 1st | 2nd |
| 2017 | 4 | NA | EL1 | EL1 | English Language | EL1 | EX (A1 to F9) | 1128 | |
| 2017 | 4 | NA | CL | CL | Chinese | MT2 | EX (A1 to F9) | 1162 | 1160 |
| 2017 | 4 | NA | FRENCH | French | French | MT2 | NA (1 to U) | 3012 | |
| 2017 | 4 | NA | ML | ML | Malay | MT2 | EX (A1 to F9) | 1148 | |
| 2017 | 4 | NA | CH(SS.HE) | Ch(S.H) | Combined Humanities (S.H) | | NA (1 to U) | 2194 | 2120 |
| 2017 | 4 | NA | CH(SS.LE) | Ch(S.L) | Combined Humanities (S.L) | | NA (1 to U) | 2193 | 2120 |
| 2017 | 4 | NA | A MATHS NA | A Maths NA | Additional Mathematics | MTH | NA (1 to U) | 4044 | 4039 |
| 2017 | 4 | NA | MATHS (NA) | Maths (NA) | Mathematics (Syllabus A) | MTH | NA (1 to U) | 4045 | 4042 |
| 2017 | 4 | NA | SCI(P,C) | Sci(P,C) | | SCI | NA (1 to U) | 5155 | 5105 |
| 2017 | 4 | NA | ART (NA) | Art (NA) | | OTH | NA (1 to U) | 6125 | |
| 2017 | 4 | NA | BURMESE | Burmese | | OTH | NA (1 to U) | 3249 | |
| 2017 | 4 | NA | F&N | F&N | | OTH | NA (1 to U) | 6072 | 6083 |
| 2017 | 4 | NA | PANJABI | Panjabi | | OTH | NA (1 to U) | 3239 | |
| 2017 | 4 | NA | POA | POA | Principles Of Accounts | OTH | NA (1 to U) | 7088 | |
| 2017 | 4 | NA | CLB | CLB | Chinese B | GRD | GO (MPU) | 1164 | 1153 |
| 2017 | 4 | NT | EL1(SYLT) | EL1(Syll T) | English Language (Syll T) | EL1 | NT (A-U) | 1195 | 1186 |
| 2017 | 4 | NT | BCL | BCL | Basic Chinese | MT2 | NT (A-U) | 1202 | 1174 |
| 2017 | 4 | NT | BML | BML | Basic Malay | MT2 | NT (A-U) | 1203 | 1176 |
| 2017 | 4 | NT | BTL | BTL | Basic Tamil | MT2 | NT (A-U) | 1204 | 1194 |
| 2017 | 4 | NT | MATHS (NA) | Maths (NA) | Mathematics (Syllabus A) | MTH | NA (1 to U) | 4042 | 4045 |
| 2017 | 4 | NT | MATHS(T) | Maths(T) | Mathematics (Syllabus T) | MTH | NT (A-U) | 4046 | 4043 |
| 2017 | 4 | NT | SCIENCE(T) | Science(T) | Science (Syll T) | SCI | NT (A-U) | 5141 | 5148 |
| 2017 | 4 | NT | CPA | CPA | Computer Applications | OTH | NT (A-U) | 7015 | 7018 |
| 2017 | 4 | NT | D&T | D&T | Design & Technology | OTH | NT (A-U) | 7053 | |
| 2017 | 4 | NT | EBS | EBS | Elements Of Business Skills | OTH | NT (A-U) | 7089 | 7066 |
| 2017 | 4 | NT | SS N(T) | SS N(T) | Social Studies N(T) | GRD | GO (DMP) | | |
| 2017 | 5 | NA | EL1 | EL1 | English Language | EL1 | EX (A1 to F9) | 1127 | 1128 |

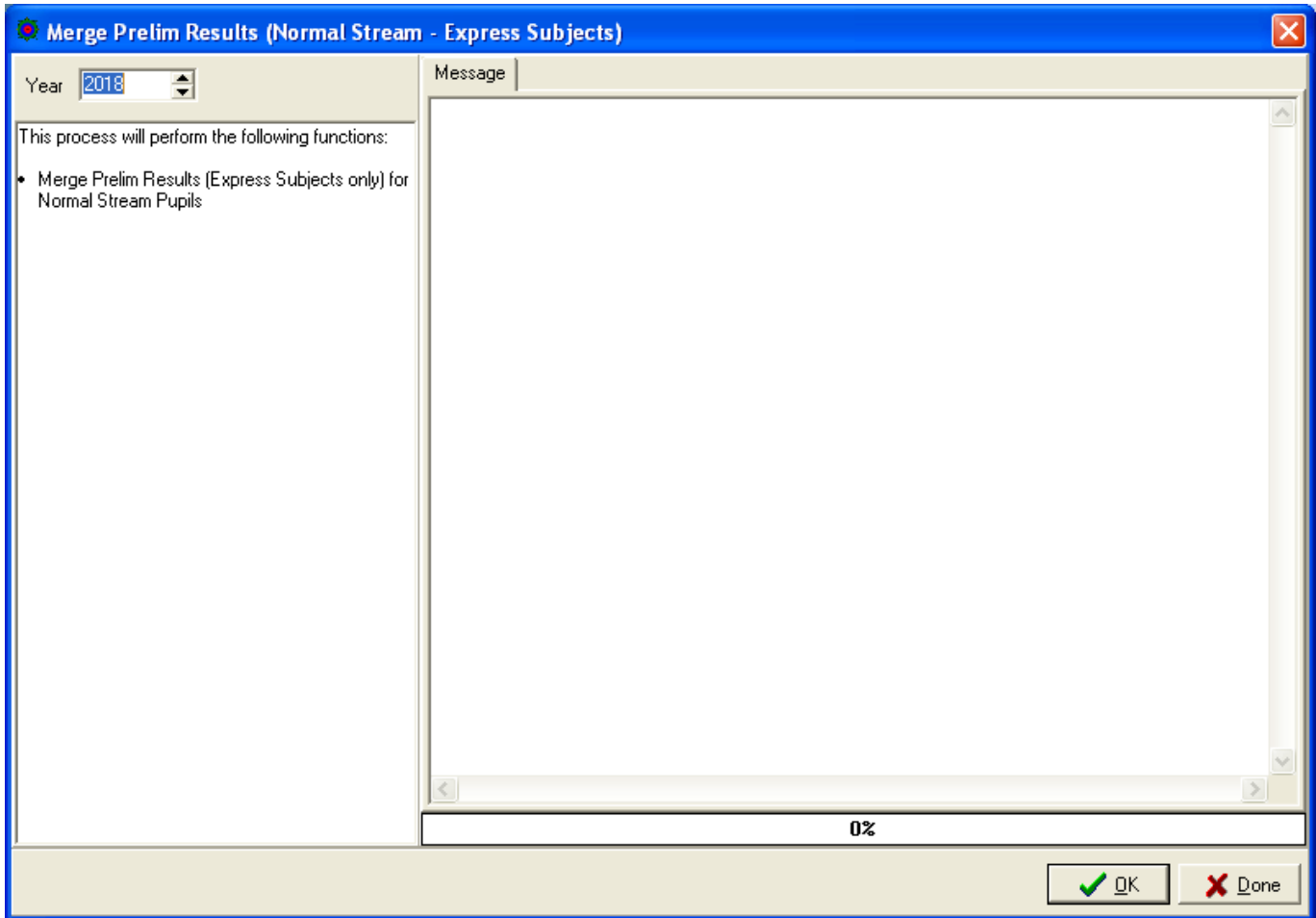
STEPS:

- Select a Subject
- Enter the GCE Code (For Normal (A) and Normal (T) Grading Scheme only)
- Check the Grading Scheme
- Repeat the above Steps for the rest of the Subjects

Step 3 - Merge Prelim Results

To merge prelim Results for “Express” Subjects offered to Normal (A) pupils. The purpose is to enable school to rank the pupils while waiting for the GCE ‘O’ Level Results which will be released much later.
(GCE ‘O’ Level Results will overwrite the Prelim Results when available)

Menu Access: System GCE Menu || **Merge Prelim Results (Normal Stream)**



STEPS:

- Set the Year to **2018**
- Click the **OK** button

Step 4 - Convert GCE 'N' Level Results

To convert GCE 'N' Level Results into PAMS format. Prior to converting, you will need to download the GCE Text File from MOE..

IES provides 2 sets of text file. (Use **Format B**).

Menu Access: System GCE Menu || Convert GCE 'N' Level

STEPS:

- Set the Year to **2018** (Year when pupils Sat for the GCE)
- Point the Directory to the GCE Text File
- Select the GCE Text File from File List (Format B)
- Click the **OK** button

Note:

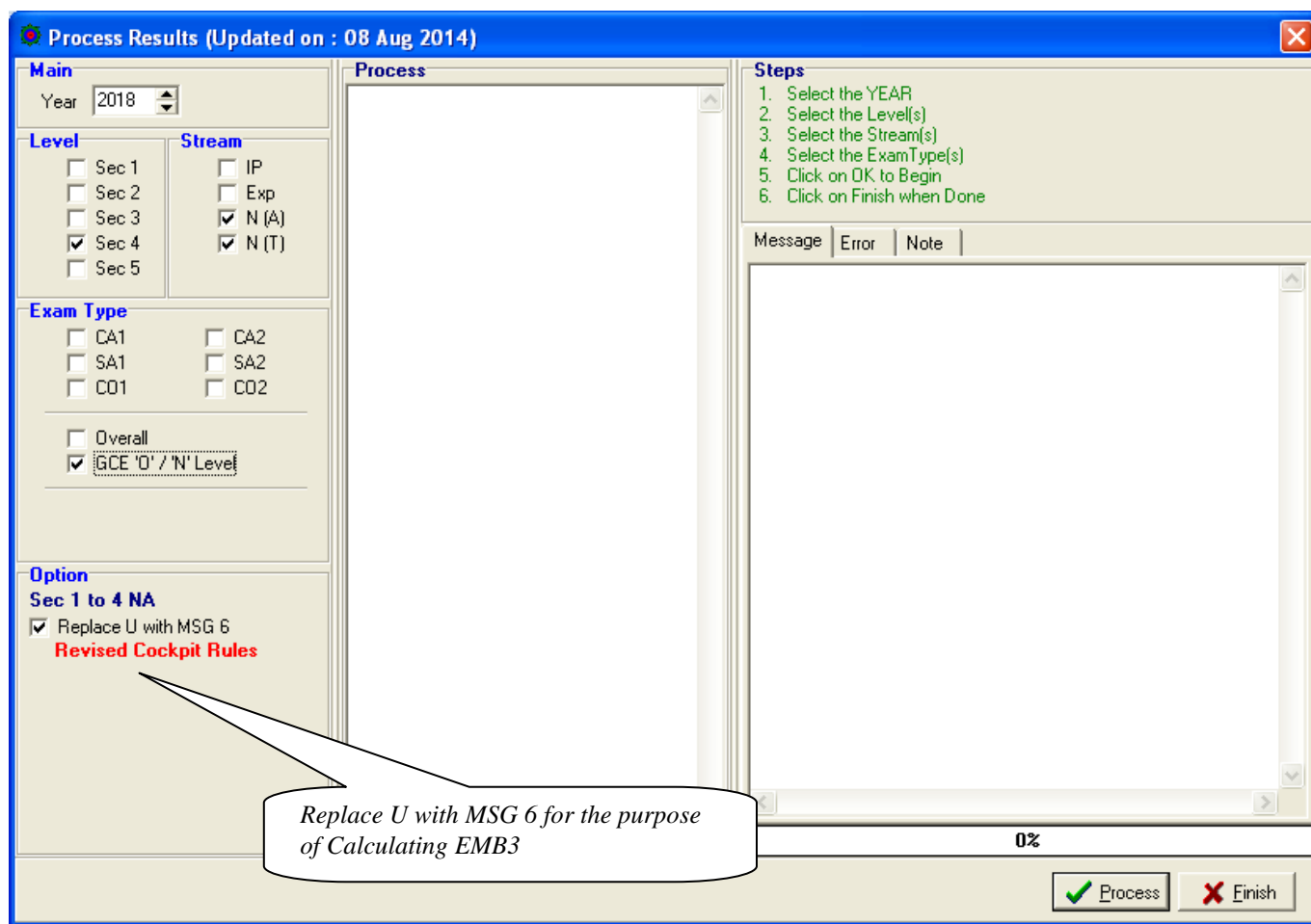
Please note that all the GCE 'N' Level Subjects MUST be mapped with a corresponding GCE Codes before conversion can be completed successfully. You may refer to the Chapter on "**Set Subject Targets**" for more details.

All Incomplete Mapping will be display in the "Error Message" Tab.

Step 5 - Process Results

Processing Results basically prepare the data for Printing.

Menu Access: System GCE Menu || **Process Results**



STEPS:

- Set the Year to **2018**
- Select Level 4
- Select Stream (Normal A & Normal T)
- Select Exam Type (GCE 'O'/'N' Level)
- Click the **Process** button

During the Processing, the Audit Report will appear in the Process Box and Message Tab. Should an error occurs, the error message will appear in the Error Tab.

Once the Processing is completed, you are ready for Printing.

Add New Subject

Generally, there is no need to add New Subject Codes as they are handled by the Conversion Routines. However, if there is really a need to append a New Subject Code, you may still do so, especially for Foreign Language such as Punjabi, Hindi, Gujarati etc.

Menu Access: System Table Menu || Class Table

Update Icon
Click here to View Subject List

Select Subject

Click here to Add New Subject to the Class

| Year | Level | Class | ClassName | Teacher | Chinese | Stream |
|------|-------|-------|-----------|---------------------------|---------|------------|
| 2007 | 2 | 2C | 2C | Mdm Lee Yen Yen | | Normal (T) |
| 2007 | 2 | 2D | 2D | Miss Tan Chwee Luan | | Normal (T) |
| 2007 | 3 | 31 | 31 | Mdm Chai Siew Chin | | Express |
| 2007 | 3 | 32 | 32 | Mdm Yap Chai Hoon | | Express |
| 2007 | 3 | 33 | 33 | Mdm Chong Lai Yin | | Express |
| 2007 | 3 | 34 | 34 | Mdm Maha Letchimi D/O K | | Express |
| 2007 | 3 | 35 | 35 | Miss Zaiton Bte Md Ali | | Express |
| 2007 | 3 | 3A | 3A | Mdm Karen Te | | Express |
| 2007 | 3 | 3B | 3B | Mr Soh Weng | | Express |
| 2007 | 3 | 3C | 3C | Miss Edward V | | Express |
| 2007 | 3 | 3D | 3D | Mr Lewin Sim Chin Heng | | Normal (T) |
| 2007 | 4 | 41 | 41 | Mdm G Ananthalakshmi | | Express |
| 2007 | 4 | 42 | 42 | Miss Yip Pey Yee | | Express |
| 2007 | 4 | 43 | 43 | | | Express |
| 2007 | 4 | 44 | 44 | | | Express |
| 2007 | 4 | 45 | 45 | | | Express |
| 2007 | 4 | 4A | 4A | | | Normal (A) |
| 2007 | 4 | 4B | 4B | Mdm Pang Chew Ching | | Normal (A) |
| 2007 | 4 | 4C | 4C | Miss K Noorjihan Bte Kari | | Normal (A) |
| 2007 | 4 | 4D | 4D | Mr Chio Kah Leong | | Normal (A) |
| 2007 | 5 | 5A | 5A | Mrs Ang Leng Leng | | Normal (A) |
| 2007 | 5 | 5B | 5B | Mrs Ong Hui Yin | | Normal (A) |
| 2007 | 5 | 5C | 5C | Miss Yeo Siok Koon | | Normal (A) |

| Subject | Category |
|-------------------------------|----------|
| English Language | EL1 |
| Chinese | MT |
| Malay | MT |
| Tamil | MT |
| Combined Humanities (S,G) | Humanity |
| Additional Mathematics | Maths |
| Mathematics | Maths |
| Science (Phys. Chem) | Sci |
| Art & Design | Others |
| Food & Nutrition | Others |
| Additional Media Web Contents | Grade |

Year: 2007
Subject List for Class: 4A
Total Subjects: 14

Update Subject | Note

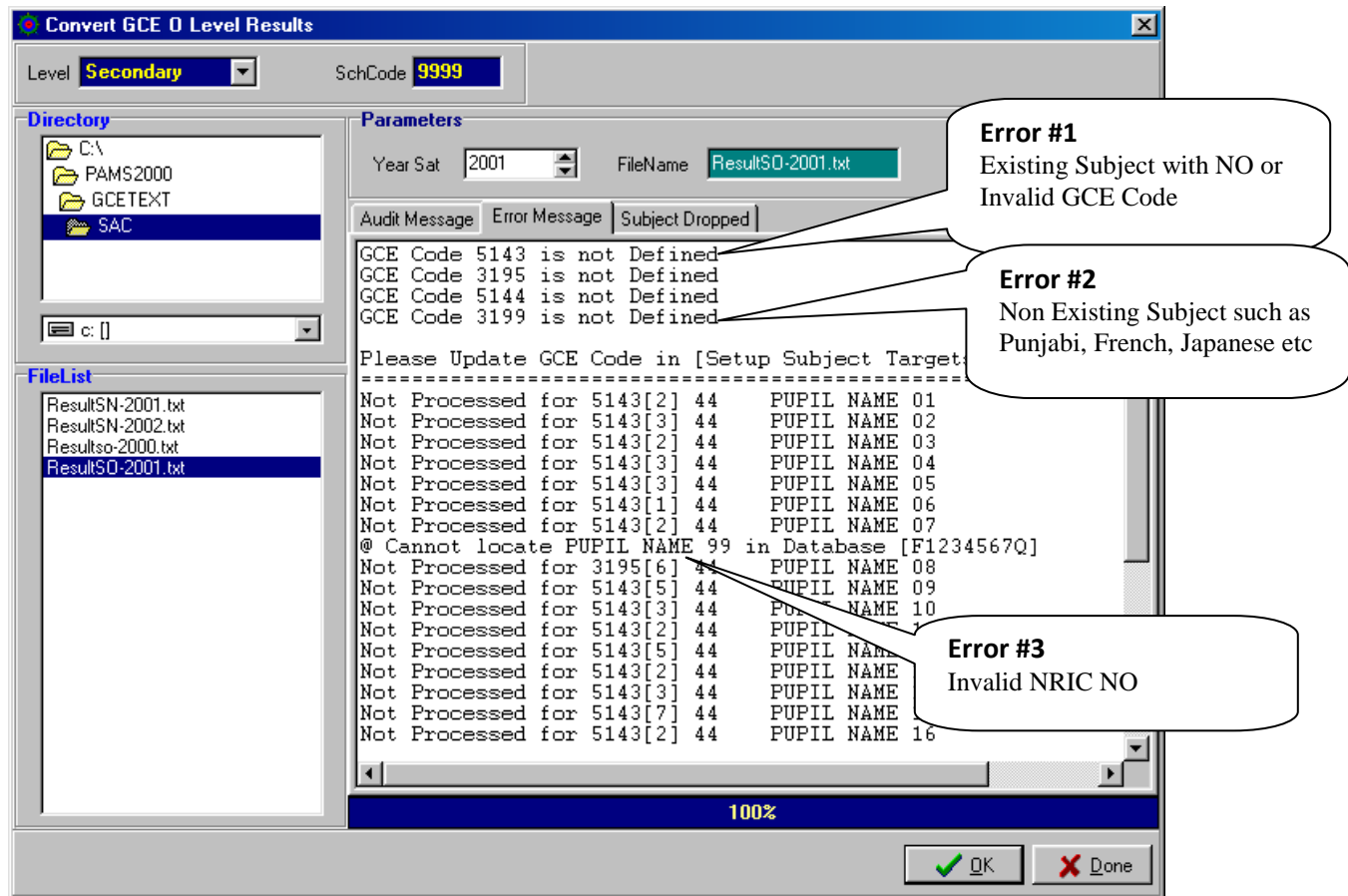
Year: 2007
Class: 4A
Stream: Normal (A)
Subject Code @ Description: EL1 @ English Language

Buttons: Add, Save, Delete, Cancel, Close

STEPS:

1. Select the Class
2. Click the Update Icon as indicated
3. Click the **Add** Button
4. Select the New Subject
5. Click the **Save** button
6. repeat Step 3 to 5 for more NEW subjects
7. Click **Cancel** Button when done

Errors during Conversion of GCE Text File



Error #1 - GCE Code not Defined for Existing Cockpit Subjects

These subjects have been converted from Cockpit. However, you may not have mapped their respective GCE Codes (OR you may have mapped the WRONG GCE Code).

Please return to Step 4 on [Check GCE Code Mapping](#) to rectify.

You may also encounter **Same Subject Code with 2 Different GCE Codes** due to Older Syllabus especially those taken by repeat Pupils. For example, Geography Revised (2234) & Geography (2232).

If You have already mapped 2234 to GEOG, you will need to append another Geography (used different PAMS Subject Code/You can use the OLD PMS Subject Code) to the class affected and mapped 2232.

Error #2 - GCE Code not Defined for Non-Existing Cockpit Subjects

These subjects do NOT exist in Cockpit (Not Converted) as the pupils may be taking the subjects outside school and not recorded in Cockpit. For example, Punjabi, French, Japanese etc.

Please return to Step 3 on [Append New Subject](#) to rectify.

Then proceed to Step 4 on [Check GCE Code Mapping](#) to map the GCE Code.

Error #3 – NRIC NO not defined

Pupils concerned have changed their NRICNO (usually Foreign Pupils). When they registered for the GCE, they were using their FIN Number. Later, they became PR resulting in a New NRICNO which were supposedly updated in Cockpit.

Please refer to next section on Updating Pupil NRICNO

Updating Pupil's NRIC No

Menu Access: System Table Menu || Pupil Table

Pupil Information

Class List: Class 4H, Batch 2004, 42

| S/N | Name |
|-----|------------|
| 01 | Pupil 2662 |
| 02 | Pupil 2541 |
| 03 | Pupil 2602 |
| 04 | Pupil 2514 |
| 05 | Pupil 2676 |
| 06 | Pupil 2766 |
| 07 | Pupil 2543 |
| 08 | Pupil 2450 |
| 09 | Pupil 2787 |
| 10 | Pupil 2538 |
| 11 | Pupil 2571 |
| 12 | Pupil 2580 |
| 13 | Pupil 0044 |
| 14 | Pupil 2618 |
| 15 | Pupil 2582 |
| 16 | Pupil 2729 |
| 17 | Pupil 2487 |
| 18 | Pupil 2509 |
| 19 | Pupil 2484 |
| 20 | Pupil 2445 |
| 21 | Pupil 2624 |
| 22 | Pupil 2654 |
| 23 | Pupil 2495 |

Pupil's Information

Name: Pupil 2662, Adm Date: 01/01/2001, Chinese: []

Class: 4H, S/N: 01, Sex: Male, Adm No: 200100215

Photo: []

Photo Filename (by NricNo): [EditPathPhoto](#)

Particulars

NRIC No: S1234567Z, NRIC Type: Singapore Nric No.

Birth Date: 27/08/1988, Birth Place: Singapore, Race: Chinese, Religion: Buddhism

Citizen: Singapore Citizen

Address & Contact

BlkNo: APT BLK 222, Street: Sim Lim Tower

AptNo: #04-35, Postal: 221457, Residential Type: Govt/Quasi Flat

TelNo: 61234556, Pager: [], Hand Phone: [], FaxNo: [], eMail: []

Buttons: Add, Delete, Save, Cancel, Close

STEPS:

1. Select the Class
2. Select the Pupil
3. Type the NRICNO (FIN No)
4. Click the **Save** button
5. Click **Close** when done

GCE ‘NA’ Level Code (extracted from SEAB Website for your reference)

There are 2 GCE Codes for some of the subjects. The 1st Code is for Current Syllabus and the 2nd Code, if any, is for the old syllabus in case of repeat students (The order is not crucial).

| Cat | Subject | GCE Code | | Cat | Subject | GCE Code | |
|------------|------------------------|-----------------|-----|------------|---------------------|-----------------|-----|
| | | 1 st | 2nd | | | 1 st | 2nd |
| EL1 | English Language | 1190 | | SCI | Science (Phy, Chem) | 5105 | |
| | | | | | Science (Phy, Bio) | 5106 | |
| MT2 | Chinese | 1196 | | | Science (Chem, Bio) | 5107 | |
| | Malay | 1197 | | | | | |
| | Tamil | 1198 | | | | | |
| HUM | Literature (English) | 2022 | | OTH | POA | 7088 | |
| | History | 2195 | | | Food & Nutrition | 6072 | |
| | Geography | 2246 | | | Art | 6125 | |
| | SS+GEOG | 2175 | | | D&T | 7054 | |
| | SS+HIST | 2176 | | | | | |
| | SS+LIT | 2177 | | | Bengali | 3236 | |
| | | | | | Gujarati | 3237 | |
| | | | | | Hindi | 3238 | |
| MTH | Additional Mathematics | 4044 | | | Panjabi | 3239 | |
| | Mathematics Syllabus A | 4045 | | | Urdu | 3240 | |
| | | | | GRD | Chinese B | 1153 | |
| | | | | | Malay B | 1151 | |
| | | | | | Tamil B | 1152 | |

GCE ‘NT’ Level Code (extracted from MOE Website for your reference)

| Cat | Subject | GCE Code | | Cat | Subject | GCE Code | |
|------------|-----------------------------|-----------------|-----|------------|----------------------|-----------------|-----|
| | | 1 st | 2nd | | | 1 st | 2nd |
| EL1 | English Language | 1195 | | OTH | Music | 6129 | |
| | | | | | Food Studies | 6079 | |
| MT2 | Basic Chinese | 1202 | | | Art | 6126 | |
| | Basic Malay | 1203 | | | D&T | 7053 | |
| | Basic Tamil | 1204 | | | Computer Application | 7018 | |
| | | | | | EBS | 7066 | |
| MTH | Mathematics Syllabus T | 4046 | | | Bengali | 3236 | |
| SCI | Science (T) | 5148 | | | Gujarati | 3237 | |
| | | | | | Hindi | 3238 | |
| OTH | Mobile Robotics | A101 | | | Panjabi | 3239 | |
| | Smart Electrical Technology | A201 | | | Urdu | 3240 | |
| | Retail Operations | A301 | | | | | |
| | | | | GRD | Chinese B | 1153 | |
| | | | | | Malay B | 1151 | |
| | | | | | Tamil B | 1152 | |