

# Pupil Academic Monitoring System

## Check List for GCE 'N' Level Results - 2020

The following is the Guideline for Converting and Analysing GCE 'N' Level Results.  
Your PAMS should be Version **5.00 dated 28 Sep 2020** or later. If not, you may upgrade from  
<https://www.rjcat.com>

**only schools with Service Contract for Year 2020 may upgrade**

### S.T.E.P.S.

- 1 Change System Year - You will need to change the System Year to 2020 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 2020

**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 2020
- 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 1<sup>st</sup> GCE for the main mapping. The 2<sup>nd</sup> 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**

*Map GCE Code for Level taking GCE Examinations*

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)	OTH	NA (1 to U)	2194	2120
2017	4	NA	CH(SS.LE)	Ch(S.L)	Combined Humanities (S.L)	OTH	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)	Science (Syll T)	SCI	NA (1 to U)	5155	5105
2017	4	NA	ART (NA)	Art (NA)	Art (NA)	OTH	NA (1 to U)	6125	
2017	4	NA	BURMESE	Burmese	Burmese	OTH	NA (1 to U)	3249	
2017	4	NA	F&N	F&N	F&N	OTH	NA (1 to U)	6072	6083
2017	4	NA	PANJABI	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

*Check Grading Scheme*

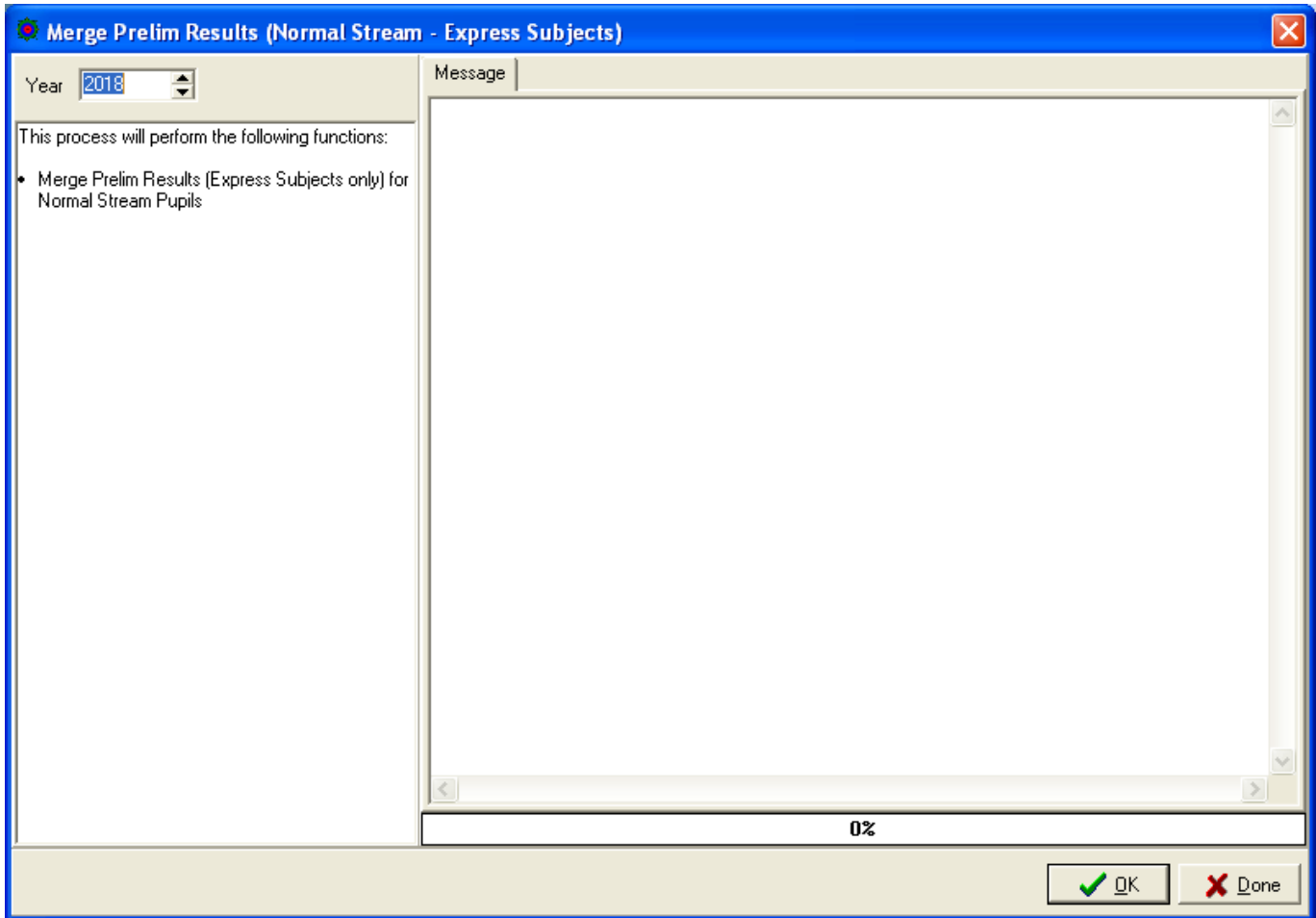
### STEPS:

- 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:

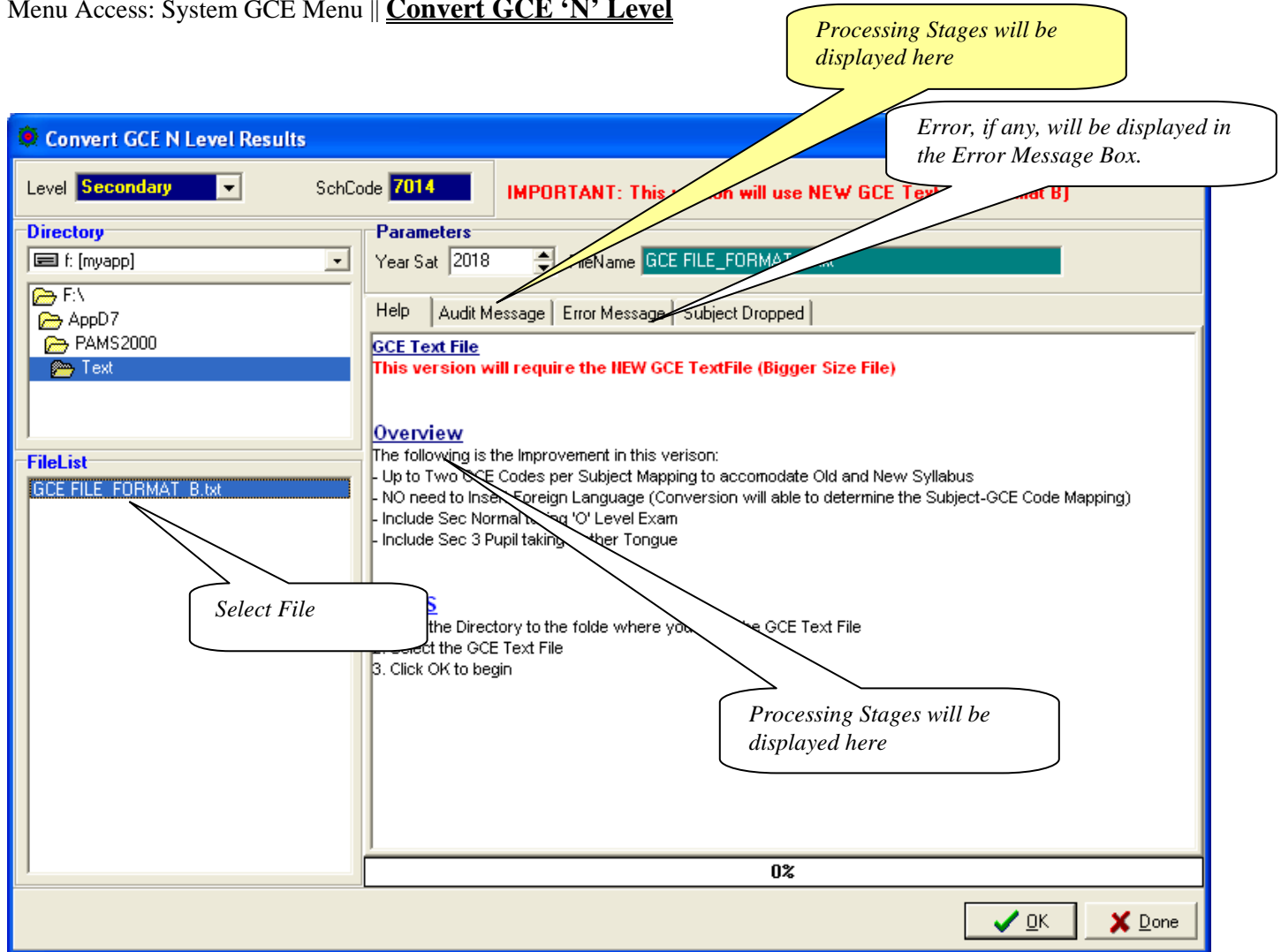
- Set the Year to **2020**
- Click the **OK** button

## 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 **2020** (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:

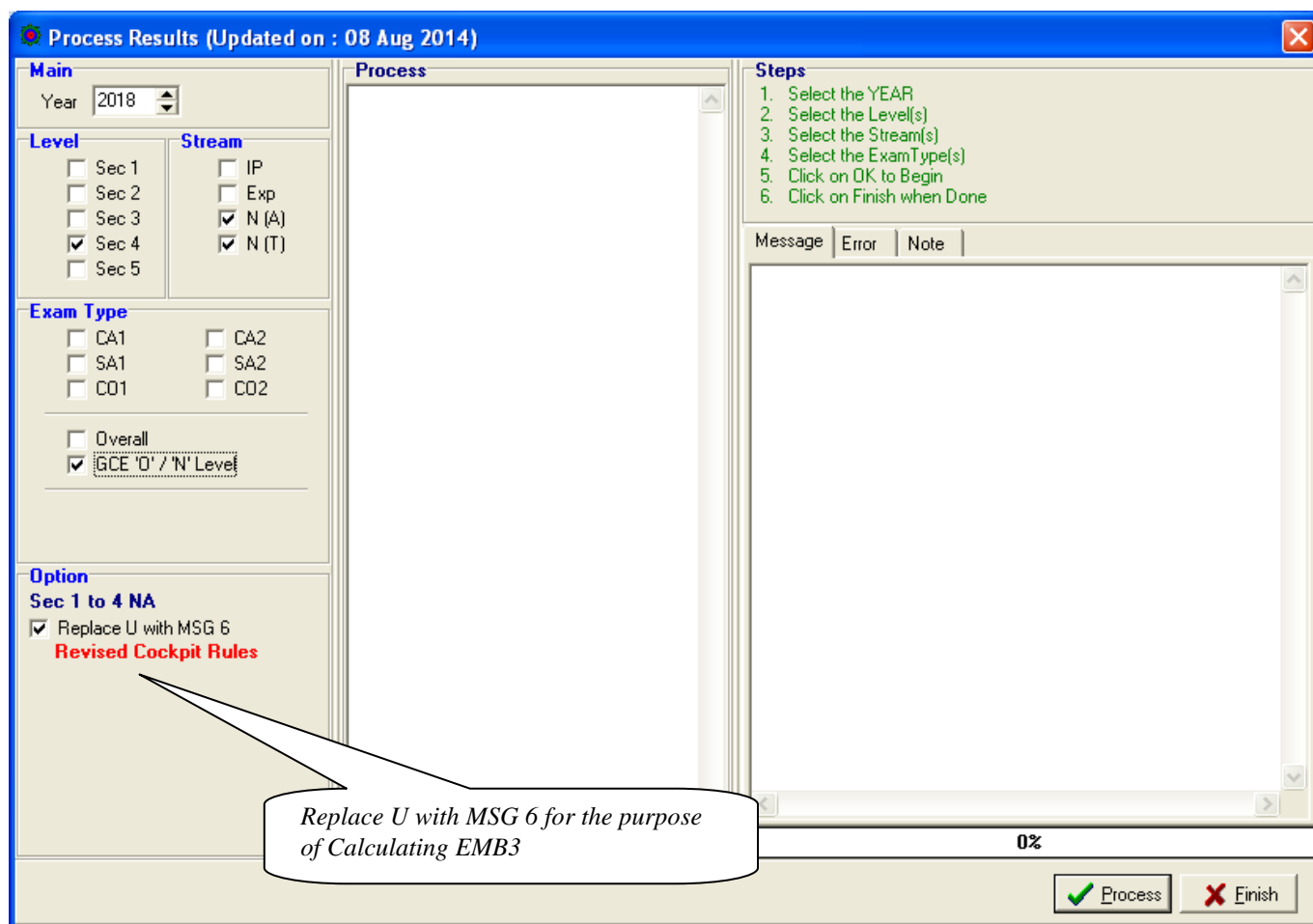
Please note that all the GCE 'N' Level Subjects MUST be mapped with a corresponding GCE Codes before conversion can be completed successfully. You may refer to the Chapter on **"Set Subject Targets"** for more details.

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 **2020**
- 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

**Click here to Add New Subject to the Class**

**Select Subject**

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

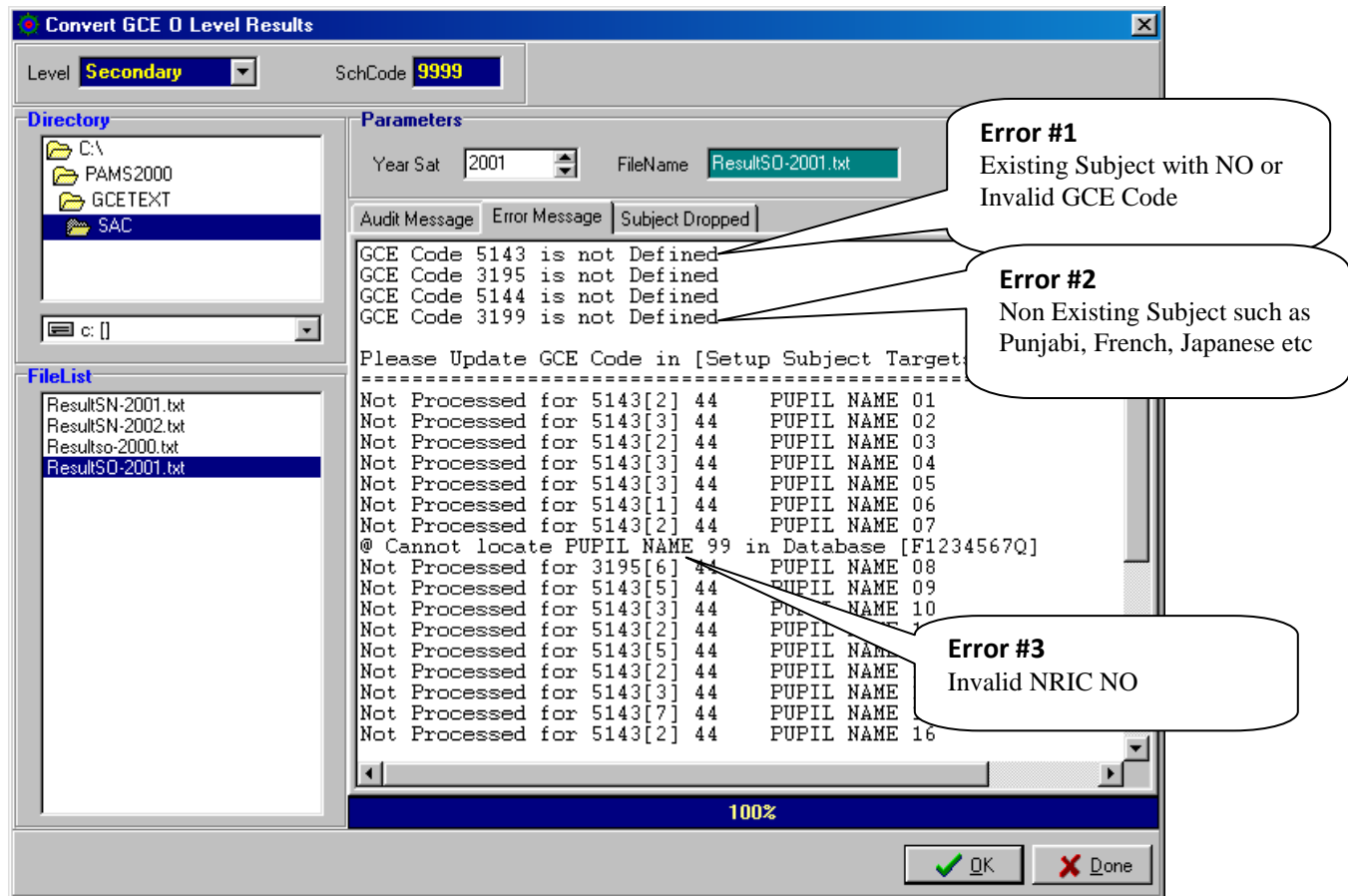
Year: 2007  
Class: 4A  
Stream: Normal (A)  
Subject Code @ Description: EL1 @ English Language

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 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 1<sup>st</sup> Code is for Current Syllabus and the 2<sup>nd</sup> 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 <sup>st</sup>	2nd			1 <sup>st</sup>	2nd
<b>EL1</b>	English Language	1190		<b>SCI</b>	Science (Phy, Chem)	5105	
					Science (Phy, Bio)	5106	
<b>MT2</b>	Chinese	1196			Science (Chem, Bio)	5107	
	Malay	1197					
	Tamil	1198					
<b>HUM</b>	Literature (English)	2022		<b>OTH</b>	POA	7088	
	History	2195			Food & Nutrition	6072	
	Geography	2246			Art	6125	
					D&T	7054	
	SS+GEOG	2175					
	SS+HIST	2176			Bengali	3236	
	SS+LIT	2177			Gujarati	3237	
					Hindi	3238	
<b>MTH</b>	Additional Mathematics	4044			Panjabi	3239	
	Mathematics Syllabus A	4045			Urdu	3240	
				<b>GRD</b>	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 <sup>st</sup>	2nd			1 <sup>st</sup>	2nd
<b>EL1</b>	English Language	1195		<b>OTH</b>	Music	6129	
					Food Studies	6079	
<b>MT2</b>	Basic Chinese	1202			Art	6126	
	Basic Malay	1203			D&T	7053	
	Basic Tamil	1204			Computer Application	7018	
					EBS	7066	
<b>MTH</b>	Mathematics Syllabus T	4046					
					Bengali	3236	
<b>SCI</b>	Science (T)	5148			Gujarati	3237	
					Hindi	3238	
<b>OTH</b>	Mobile Robotics	A101			Panjabi	3239	
	Smart Electrical Technology	A201			Urdu	3240	
	Retail Operations	A301					
				<b>GRD</b>	Chinese B	1153	
					Malay B	1151	
					Tamil B	1152	