

Pupil Academic Monitoring System

Check List for GCE 'O' Level Results – 2019

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

Your PAMS should be Version **5.00 dated 20 Nov 2019** or later. If not, you may upgrade from www.rjcat.com

(only schools with Service Contract for Year 2019 may upgrade)

S.T.E.P.S.

- 1 Change System Year - 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.
- 2 Check GCE Code Mapping & Subject Grading Scheme - 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.
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.
- 3 Convert GCE 'O' Level Results from Previous Sitting - You will need to merge the Previous GCE Results to compute the complete Aggregate from 2 Sittings (You should already have this file from last year)
- 4 Convert GCE 'O' 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 2019

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:

1. Change the Current Year to 2019
2. Click Save Button
3. 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 Express and Sec 5 Normal (A) 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					GCE Code	
Year	Lev	Stream	Code	Abbr	Desc	Cat	Grading Scheme	1st	2nd
2017	4	EXP	EL1	EL1	English Language	EL1	EX (A1 to F9)	1127	1128
2017	4	EXP	HCL	HCL	Higher Chinese	HMT	EX (A1 to F9)	1111	1116
2017	4	EXP	HML	HML	Higher Malay	HMT	EX (A1 to F9)	1131	1117
2017	4	EXP	HTL	HTL	Higher Tamil	HMT	EX (A1 to F9)	1141	1147
2017	4	EXP	CL	CL	Chinese	MT2	EX (A1 to F9)	1162	1160
2017	4	EXP	FRENCH	French	French	M	EX (A1 to F9)	3012	
2017	4	EXP	ML	ML	Malay		EX (A1 to F9)	1132	1148
2017	4	EXP	TL	TL	Tamil	2	EX (A1 to F9)	1142	
2017	4	EXP	CH(SS,HE)	Ch(S,H)	Combined Humanities (S,H)	HUM	EX (A1 to F9)	2204	2192
2017	4	EXP	CH(SS,LE)	Ch(S,L)			EX (A1 to F9)	2204	2192
2017	4	EXP	GEOG	Geog			EX (A1 to F9)	2236	2235
2017	4	EXP	HIGHER ART	Higher Art			EX (A1 to F9)	6124	
2017	4	EXP	LIT(E)	Lit(E)			EX (A1 to F9)	2065	2014
2017	4	EXP	A MATHS	A Maths	Additional Mathematics	MTH	EX (A1 to F9)	4047	4038
2017	4	EXP	MATHS	Maths	Mathematics	MTH	EX (A1 to F9)	4017	4048
2017	4	EXP	BIO(SPA)	Bio(Spa)	Biology	SCI	EX (A1 to F9)	5094	5158
2017	4	EXP	CHEM(SPA)	Chm(Spa)	Chemistry	SCI	EX (A1 to F9)	5072	5073
2017	4	EXP	PHY(SPA)	Phy(Spa)	Physics	SCI	EX (A1 to F9)	5058	5059
2017	4	EXP	AL	Al	Arabic	OTH	EX (A1 to F9)	1135	
2017	4	EXP	BENGALI	Bengali	Bengali	OTH	EX (A1 to F9)	3215	
2017	4	EXP	C(SP)	C(Sp)	Chinese (Special Programme)	OTH	EX (A1 to F9)	1166	
2017	4	EXP	GERMAN	German	German	OTH	EX (A1 to F9)	3028	
2017	4	EXP	HINDI	Hindi	Hindi	OTH	EX (A1 to F9)	3195	3194
2017	4	EXP	JAPANESE	Japanese	Japanese	OTH	EX (A1 to F9)	3261	
2017	4	EXP	M(SP)	M(SP)	Malay (Special Programme)	OTH	EX (A1 to F9)	1133	
2017	4	EXP	URDU	URDU	URDU	OTH	EX (A1 to F9)	3196	
2017	4	EXP	CLB	CLB	Chinese B	GRD	GO (MPU)	1153	

Check Grading Scheme

STEPS:

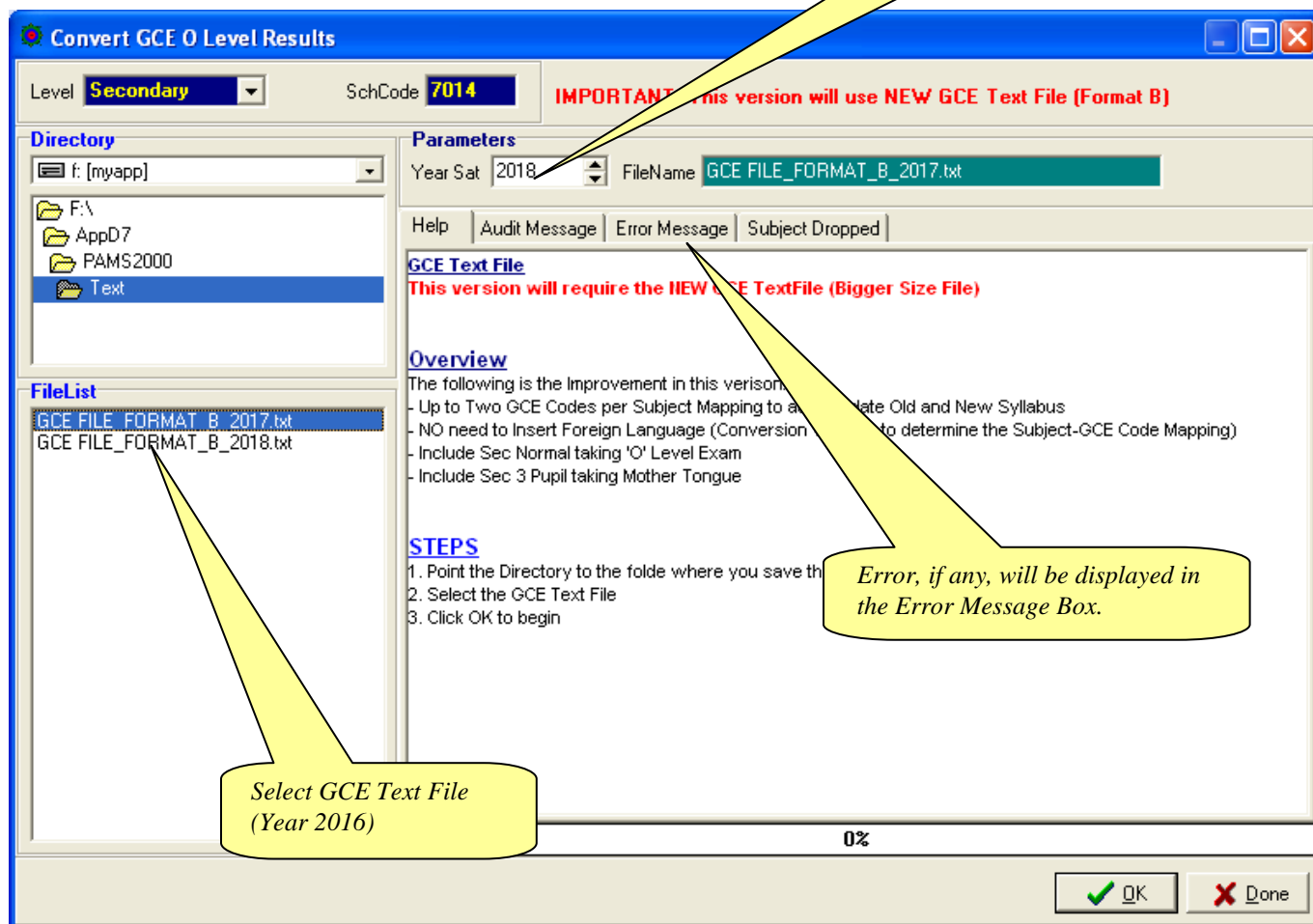
- Select a Subject
- Enter the GCE Code - Express and Sec 5 Normal (A) Grading Scheme only
- Check the Grading Scheme
- Repeat the above Steps for the rest of the Subjects

Step 3 - Convert GCE 'O' Level Results (Previous Sitting)

To convert GCE 'O' Level Results from Previous Sitting (Year 2016) into PAMS format. You should already have this file.

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

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



STEPS:

1. Keep the Year as **2019**
2. Select the Directory or Drive
3. Select the **2018** GCE Text File (Format B)
4. Click the **OK** button
5. Click **Done** Button

Note:

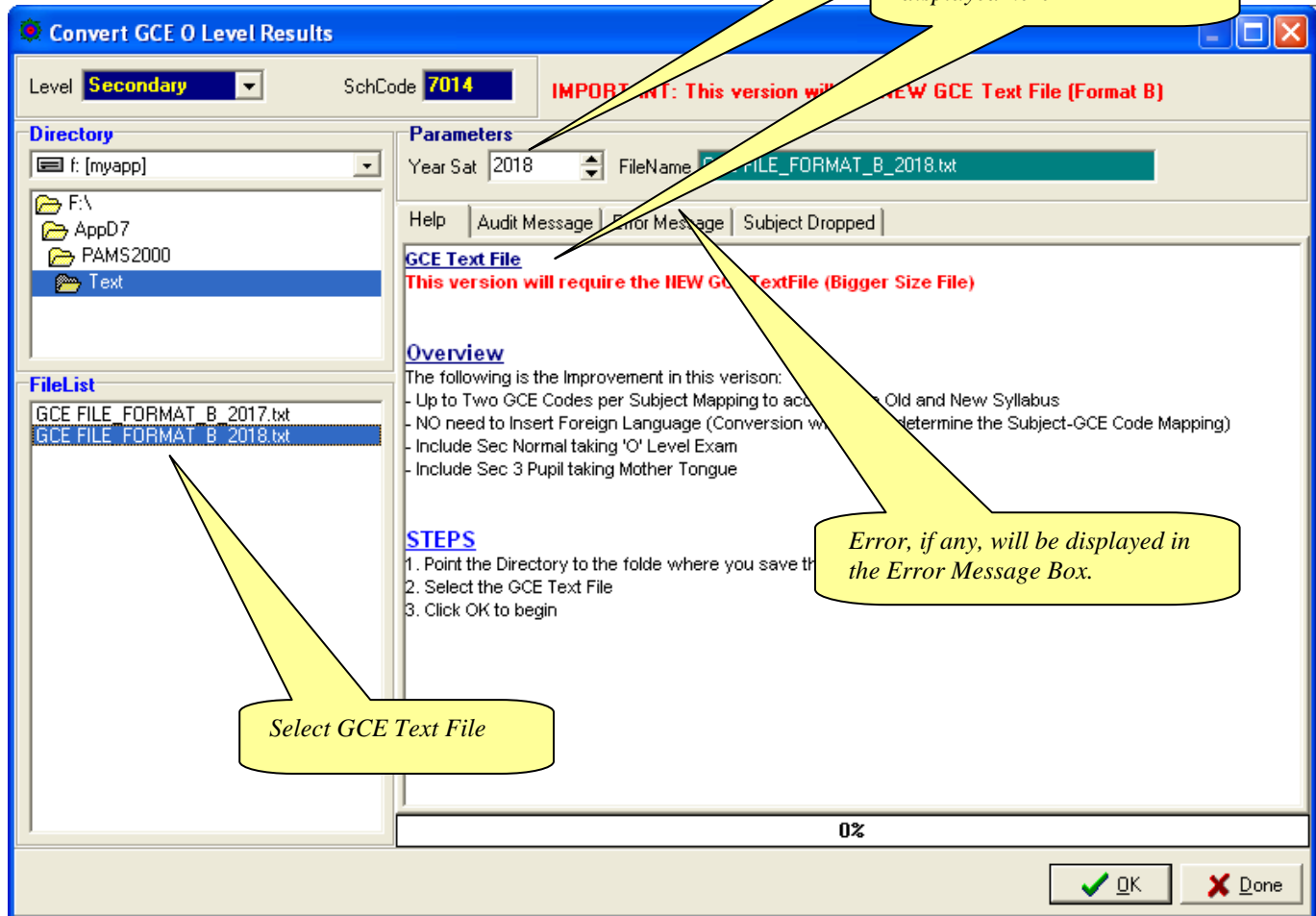
You will see a lot of error messages (Ignore them) as last year students have already graduated. We only want to convert results of the students who are still with the school (for example, Sec 4 Repeats and Sec 5 Students who sat for some of their GCE Results in 2014)

Step 4 - Convert GCE 'O' Level Results (2019)

To convert GCE 'O' Level Results into PAMS format. Prior to converting, you will need to download the GCE Text File from [IEExam](#). This version will use the NEWER GCE Text File (Bigger Size)

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

Menu Access: System GCE Menu || **Convert GCE 'O' Level**



STEPS:

1. Change the Year to 2019
2. Select the Directory or Drive
3. Select the 2019 GCE Text File (Format B)
4. Click the **OK** button
5. Click **Done** Button

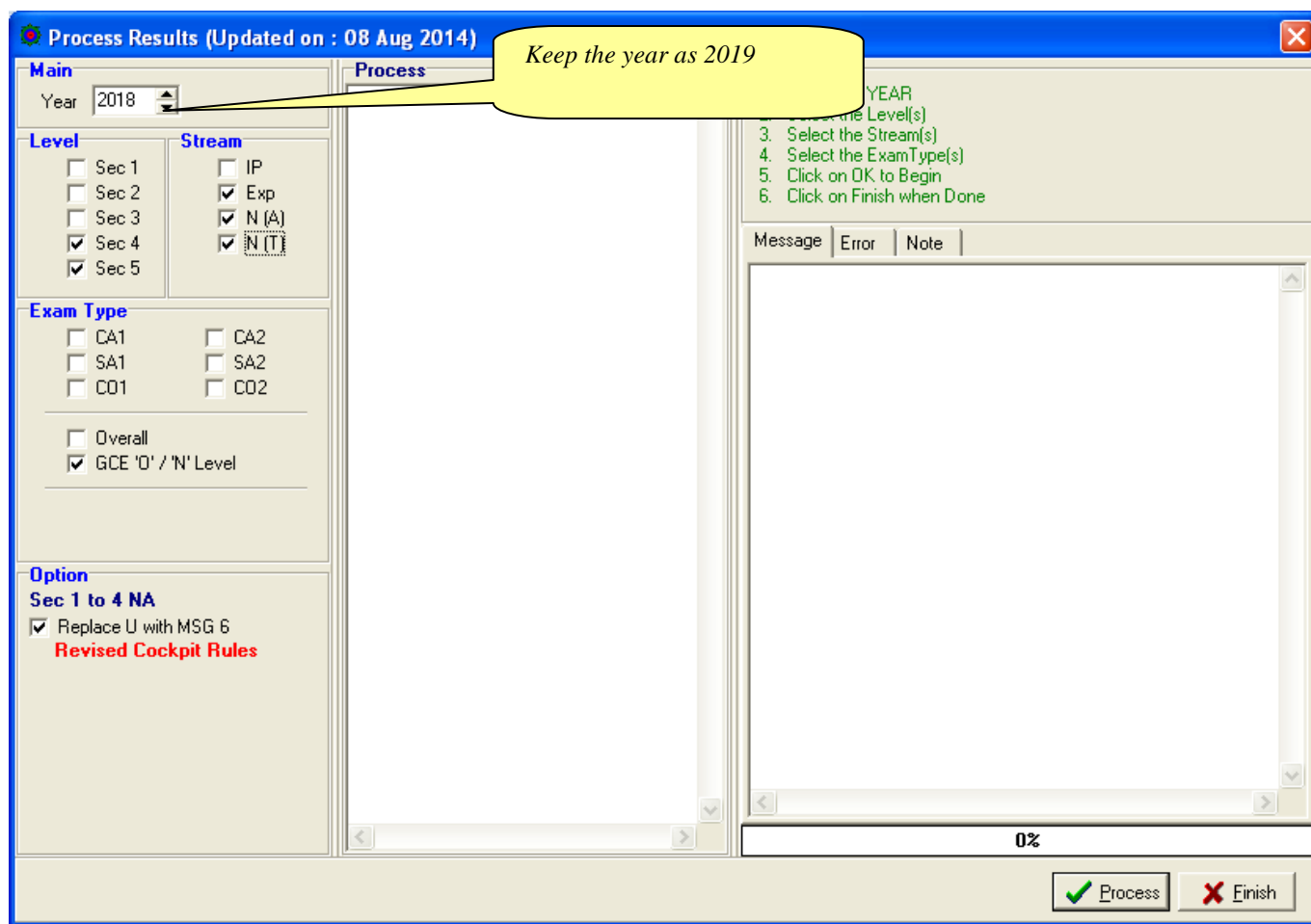
Note:

Please note that all the GCE 'O' Level Subjects MUST be mapped with a corresponding GCE Codes before conversion can be completed successfully.

Step 5 - Process Results

Processing Results basically prepare the data for Printing.

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



STEPS:

1. Change the Year to 2019
2. Select the Level(s)
3. Select the Stream(s)
4. Select the Exam Type – “GCE ‘O’/’N’ Level
5. Click the **OK** button
6. Click **Finish** when done

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.

Note: This will re-process Sec 4 NA students who have take GCE ‘O’ Level Exam.

Append New Subject

Version 5.00 or later will automatically append these subjects (GCE Code starting with '3'). As such, you may skip this steps.

Generally, there is no need to add New Subject Codes as they are handled by the Conversion Routines. However, there may be some subjects which are not captured in Cockpit especially subjects that are taken outside schools. For example: Foreign Languages (Japanese, German, French) and Mother Tongue (Burmese, Punjabi, Gujarati).

In any case, you may Append them manually if needed.

If you are not too sure about the Subject and the Class, you may skip this step and go through the Convert GCE Result where it will display the Error Message indicating the "Undefined GCE Subject". With the list, you can then append the subjects and continue with the rest of the steps sequentially.

Menu Access: System GCE Menu || Class Table

Update ICON

Year	Level	Class	ClassName	Teacher	Chinese	Stream
2004	2	2W	2W	Teacher 2004 2W		Exp/Spec
2004	3	3C	3C	Teacher 2004 3C		Exp/Spec
2004	3	3D	3D	Teacher 2004 3D		Exp/Spec
2004	3	3F	3F	Teacher 2004 3F		Exp/Spec
2004	3	3G	3G	Teacher 2004 3G		Exp/Spec
2004	3	3H	3H	Teacher 2004 3H		Exp/Spec
2004	3	3J	3J	Teacher 2004 3J		Exp/Spec
2004	3	3L	3L	Teacher 2004 3L		Exp/Spec
2004	3	3P	3P	Teacher 2004 3P		Exp/Spec
2004	3	3T	3T	Teacher 2004 3T		Exp/Spec
2004	3	3U	3U	Teacher 2004 3U		Express
2004	3	3W	3W	Teacher 2004 3W		Exp/Spec
2004	4	4C	4C	Teacher 2004 4C		Exp/Spec
2004	4	4D	4D	Teacher 2004 4D		Express
2004	4	4F	4F	Teacher 2004 4F		Exp/Spec
2004	4	4G	4G	Teacher 2004 4G		Exp/Spec
2004	4	4H	4H	Teacher 2004 4H		Exp/Spec
2004	4	4J	4J	Teacher 2004 4J		Exp/Spec
2004	4	4L	4L	Teacher 2004 4L		Exp/Spec
2004	4	4P	4P	Teacher 2004 4P		Express
2004	4	4T	4T	Teacher 2004 4T		Exp/Spec
2004	4	4U	4U	Teacher 2004 4U		Exp/Spec
2004	4	4W	4W	Teacher 2004 4W		Exp/Spec

Subject List for Class 4C Total Subjects 16

Subject	Category
English Language	EL1
Higher Chinese	HMT
Chinese	MT
Combined Humanities (S,G)	Humanity
Combined Humanities (S,H)	Humanity
Literature(E)	Humanity
Additional Mathematics	Maths
Mathematics	Maths
Chemistry	Sci
Physics	Sci

Update Subject | Note

Year: 2004 Class: 4C Stream: Exp/Spec

Subject Code @ Description

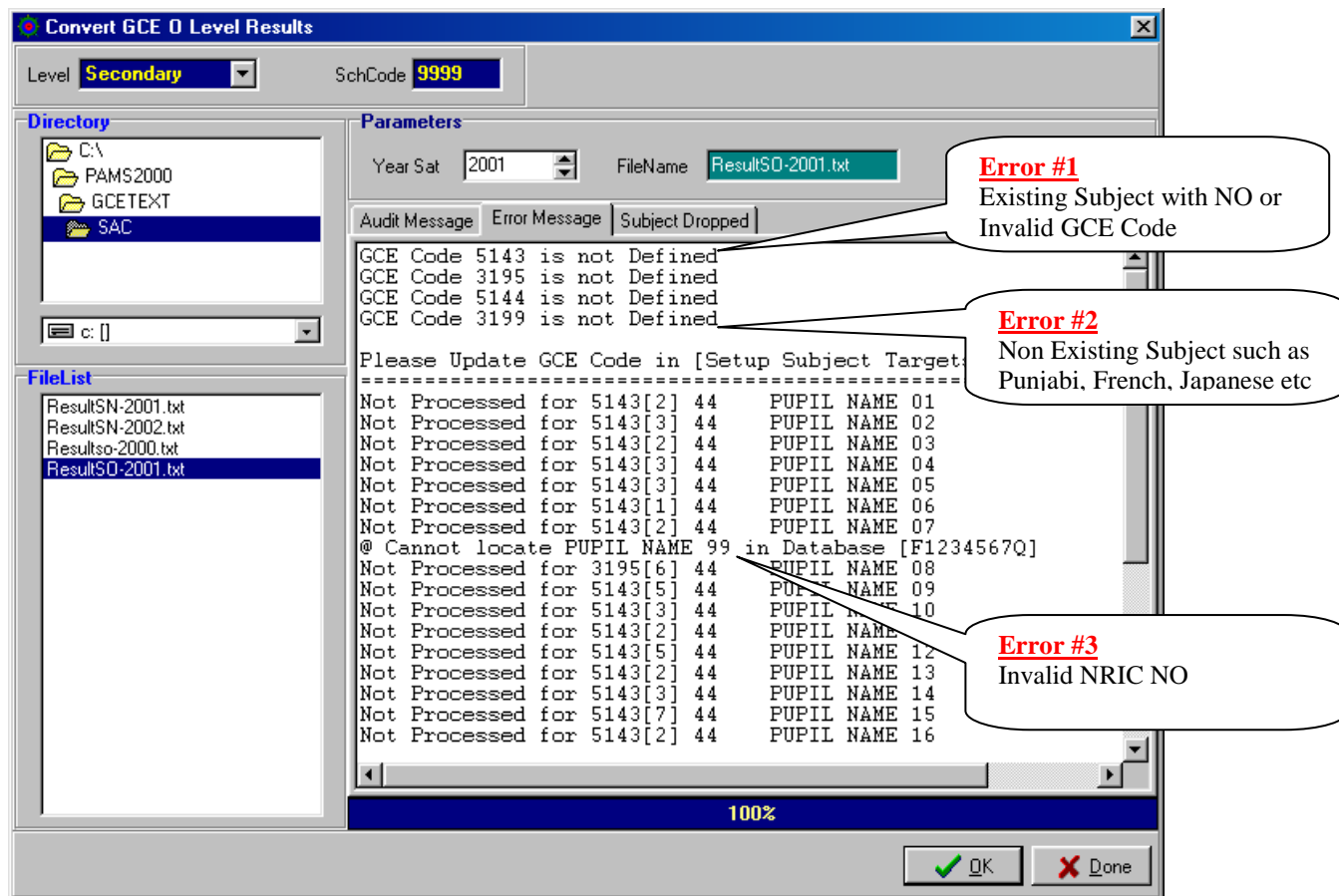
Add Save Delete Cancel Close

STEPS:

1. Select the Class
2. Click the Update Icon as indicated
3. Click the Add Button
4. Select the New Subject - eg. Mother Tongue (PU)
5. Click the Save button

Select Subject to Append

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 'O' Level - Subject 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 is for the New syllabus (The order is not crucial).

Cat	Subject	GCE Code		Cat	Subject	GCE Code	
		1 st	2 nd			1 st	2 nd
EL1	English Language	1128		OTH	Art	6123	
					POA	7175	
HMT	Higher Chinese	1116			Food & Nutrition	6087	
	Higher Malay	1117			D&T	7051	
	Higher Tamil	1147			Music	6085	
					Economics	2286	
MT2	Chinese	1160			Drama	2299	
	Malay	1148			PE	6080	
	Tamil	1157			ESS	6081	
HUM	Literature (English)	2065			Business Studies	7085	
	History	2174			Electronic	6063	
	Geography	2236			Computing	7155	
	Literature (Chinese)	2093			Biotechnology	NP04	
	Literature (Malay)	2238			Design Studies	NP05	
	Literature (Tamil)	2098					
					French	3012	
	SS+Geog	2272			German	3028	
	SS+Hist	2273			Japanese	3261	
	SS+ELit	2274			Spanish	3034	
	SS+CLit	2275			Thai	3260	
	SS+MLit	2276			Burmese	3249	
	SS+TLit	2277			Bengali	3215	
					Gujarati	3199	
					Hindi	3194	
					Panjabi	3203	
	Arabic (3 rd Lang)	1135			Urdu	3196	
	Bahasa Indonesia (3 rd Lang)	1136					
	Higher Music	6086			Religious Studies	2049	
	Higher Art	6124			Islamic Religious Knowledge	2080	
	Chinese (SP)	1166					
	Malay (SP)	1133					
MTH	Additional Mathematics	4047					
	Mathematics Syllabus A	4048					
SCI	Physics	6091					
	Chemistry	6092					
	Biology	6093		GRD	Chinese B	1153	
	Science (Phy, Chem)	5076			Malay B	1151	
	Science (Phy, Bio)	5077			Tamil B	1152	
	Science (Chem, Bio)	5078					