



# HIJRAH<sup>TM</sup>

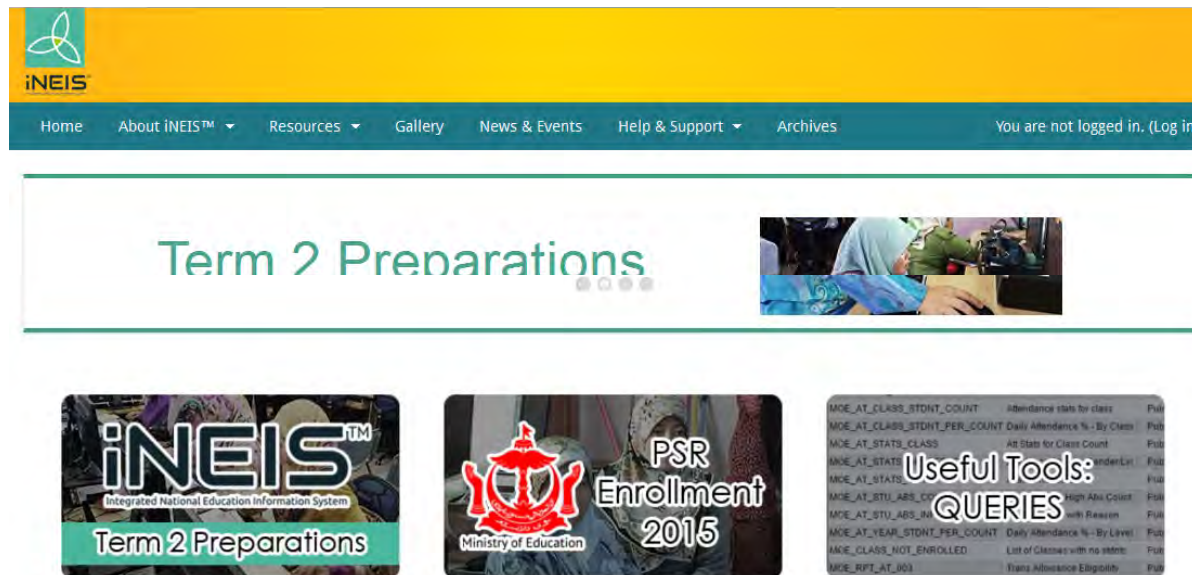
Ministry of Education

## Integrated National Education Information System (iNEIS<sup>TM</sup>)

Briefing to School Exam Secretary on  
PSR Enrolment

- All materials used in this briefing session will be posted to the iNEIS™ website

<http://ineis.moe.gov.bn>



The screenshot shows the iNEIS website interface. At the top is the iNEIS logo and a navigation menu with links: Home, About iNEIS™, Resources, Gallery, News & Events, Help & Support, and Archives. A user status indicator shows "You are not logged in. (Log in)". Below the navigation is a main banner for "Term 2 Preparations" with a small image of students. Underneath are three featured tiles: "iNEIS™ Integrated National Education Information System Term 2 Preparations", "PSR Enrollment 2015 Ministry of Education", and "Useful Tools: QUERIES" with a list of query names and actions.

Query Name	Description	Action
MDE_AT_CLASS_STDNT_COUNT	Attendance stats for class	Full
MDE_AT_CLASS_STDNT_PER_COUNT	Daily Attendance % - By Class	Full
MDE_AT_STATS_CLASS	All Stats for Class Count	Full
MDE_AT_STATS_CLASS	Under Enr	Full
MDE_AT_STATS_CLASS	High Abs Count	Full
MDE_AT_STU_ABS_CN	with Reason	Full
MDE_AT_YEAR_STDNT_PER_COUNT	Daily Attendance % - By Level	Full
MDE_CLASS_NOT_ENROLLED	List of Classes with no stnts	Full
MDE_RPT_AT_903	Trans Allowance Eligibility	Full

- **Roles in iNEIS™**
- **PSR Enrolment**
  - **Updating Student Data in iNEIS™**
  - **Verification Slips**
  - **Generating Year 6 Query**
  - **Candidates Enrolment Form**
- **QnA on the PSR Enrolment Process**

## School Roles involved in PSR Enrolment with iNEIS™

### Updating Student Data

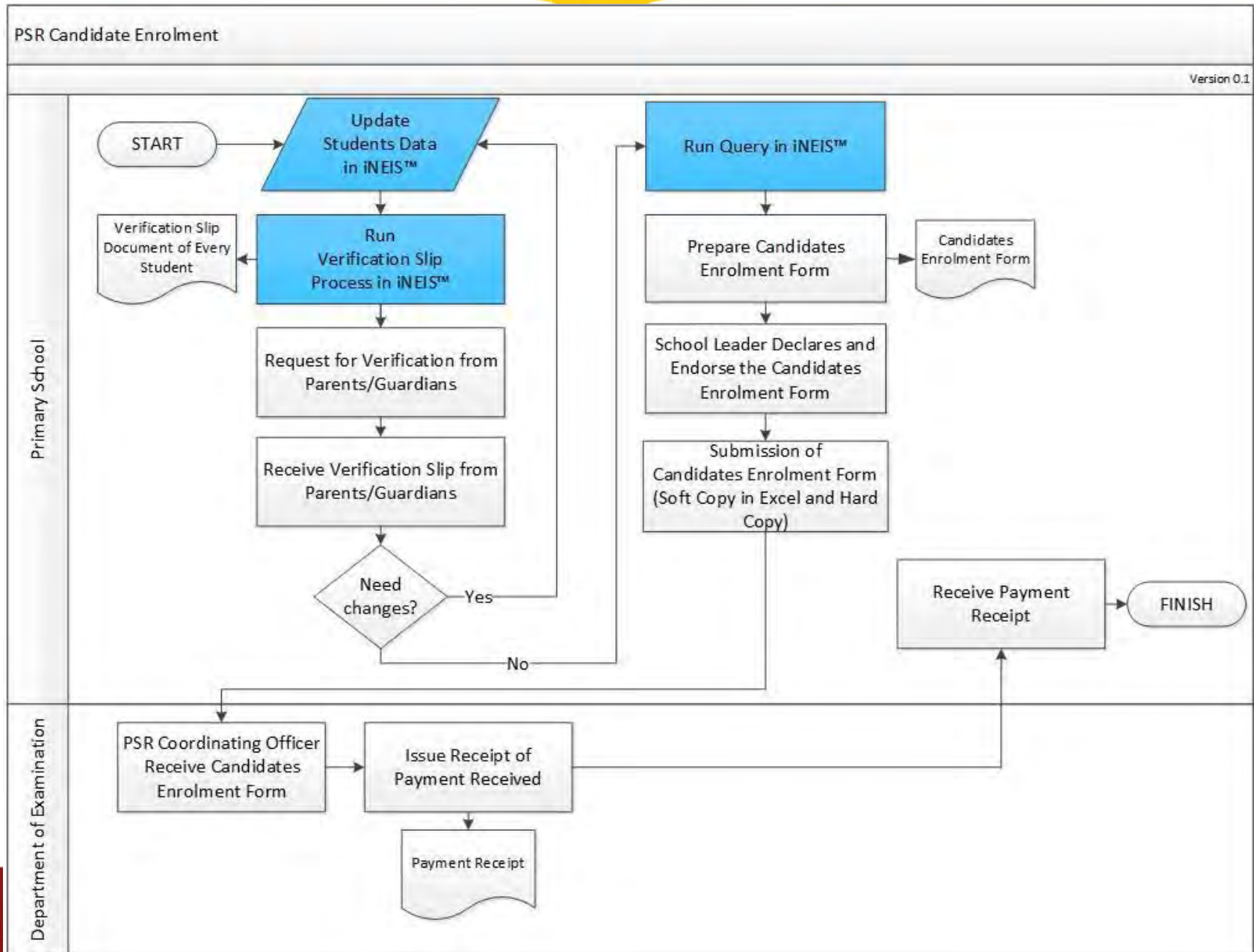
- School Student Registrar, or
  - MOE\_SCHL\_STDNT\_REGISTRAR
- Year 6 Class Teacher, or
  - MOE\_SCHL\_CLASS\_TEACHER
- School Admin - Student Records
  - MOE\_SCHL\_ADMIN\_STDNT\_RCRDS

### PSR Enrolment

- School Examination Secretary
  - MOE\_SCHL\_EXAM\_SECRETARY

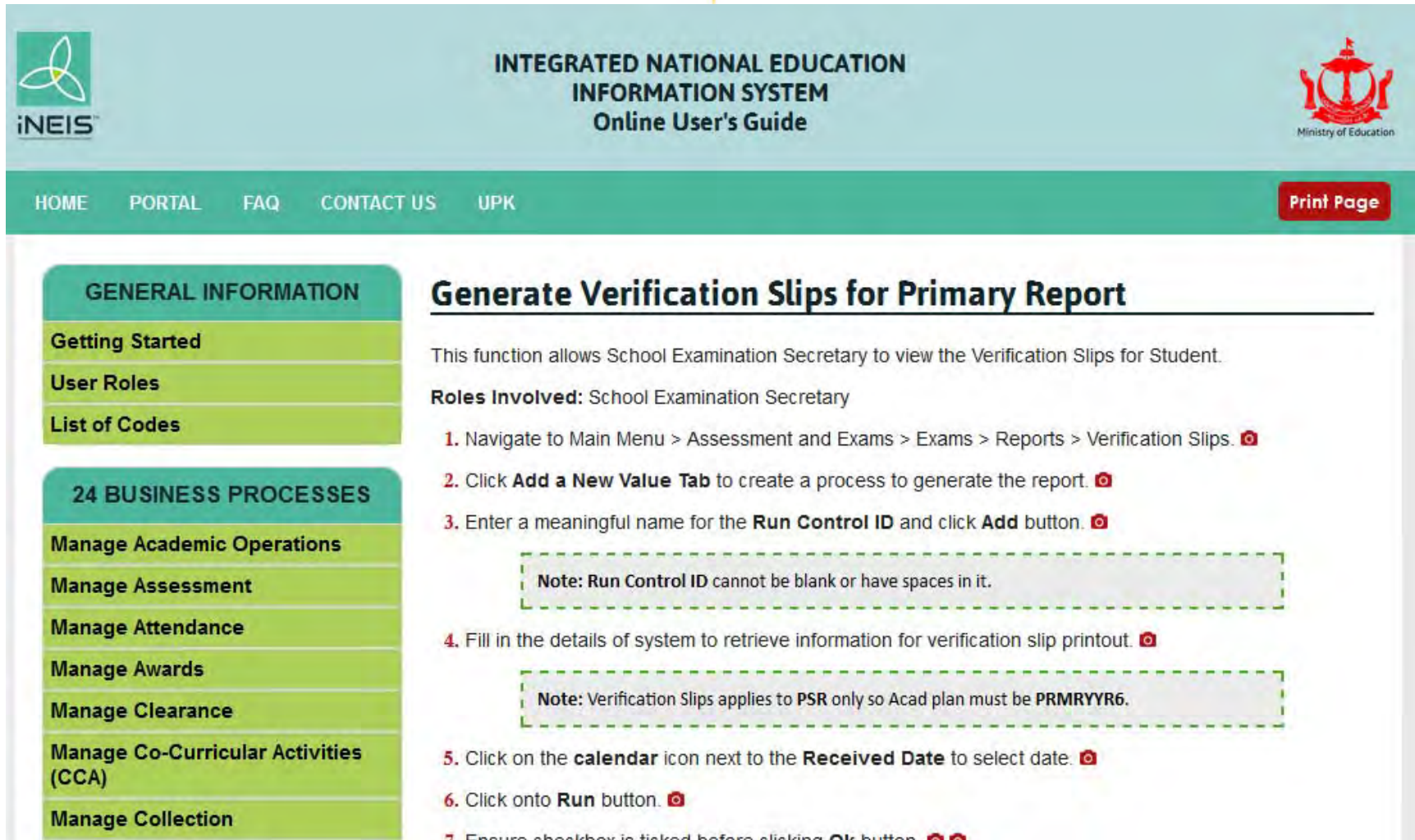
# PSR ENROLMENT

# PSR Enrolment Process Flow



- **School Student Registrar** will need to Update Student's:
  - **Name**
  - **Birth Certificate**
  - **Date of Birth**
  - **Gender**
  - **Race**
  - **Citizenship**
  - **Special Needs Information (If Required)**

[http://help.ineis.moe.gov.bn/ex/ex\\_7.1.php](http://help.ineis.moe.gov.bn/ex/ex_7.1.php)



**INTEGRATED NATIONAL EDUCATION INFORMATION SYSTEM**  
Online User's Guide

HOME PORTAL FAQ CONTACT US UPK Print Page

**GENERAL INFORMATION**

- Getting Started
- User Roles
- List of Codes

**24 BUSINESS PROCESSES**

- Manage Academic Operations
- Manage Assessment
- Manage Attendance
- Manage Awards
- Manage Clearance
- Manage Co-Curricular Activities (CCA)
- Manage Collection

## Generate Verification Slips for Primary Report

This function allows School Examination Secretary to view the Verification Slips for Student.

**Roles Involved:** School Examination Secretary

1. Navigate to Main Menu > Assessment and Exams > Exams > Reports > Verification Slips. 📄
2. Click **Add a New Value Tab** to create a process to generate the report. 📄
3. Enter a meaningful name for the **Run Control ID** and click **Add** button. 📄  

**Note:** Run Control ID cannot be blank or have spaces in it.
4. Fill in the details of system to retrieve information for verification slip printout. 📄  


**Note:** Verification Slips applies to **PSR** only so Acad plan must be **PRMRYYR6**.
5. Click on the **calendar** icon next to the **Received Date** to select date. 📄
6. Click onto **Run** button. 📄
7. Ensure checkbox is ticked before clicking **Ok** button. 📄📄






# Generating Year 6 Query

MOE\_YEAR\_6\_QRY - List of Year 6 students

Institution:  


Campus:  

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (64 kb)

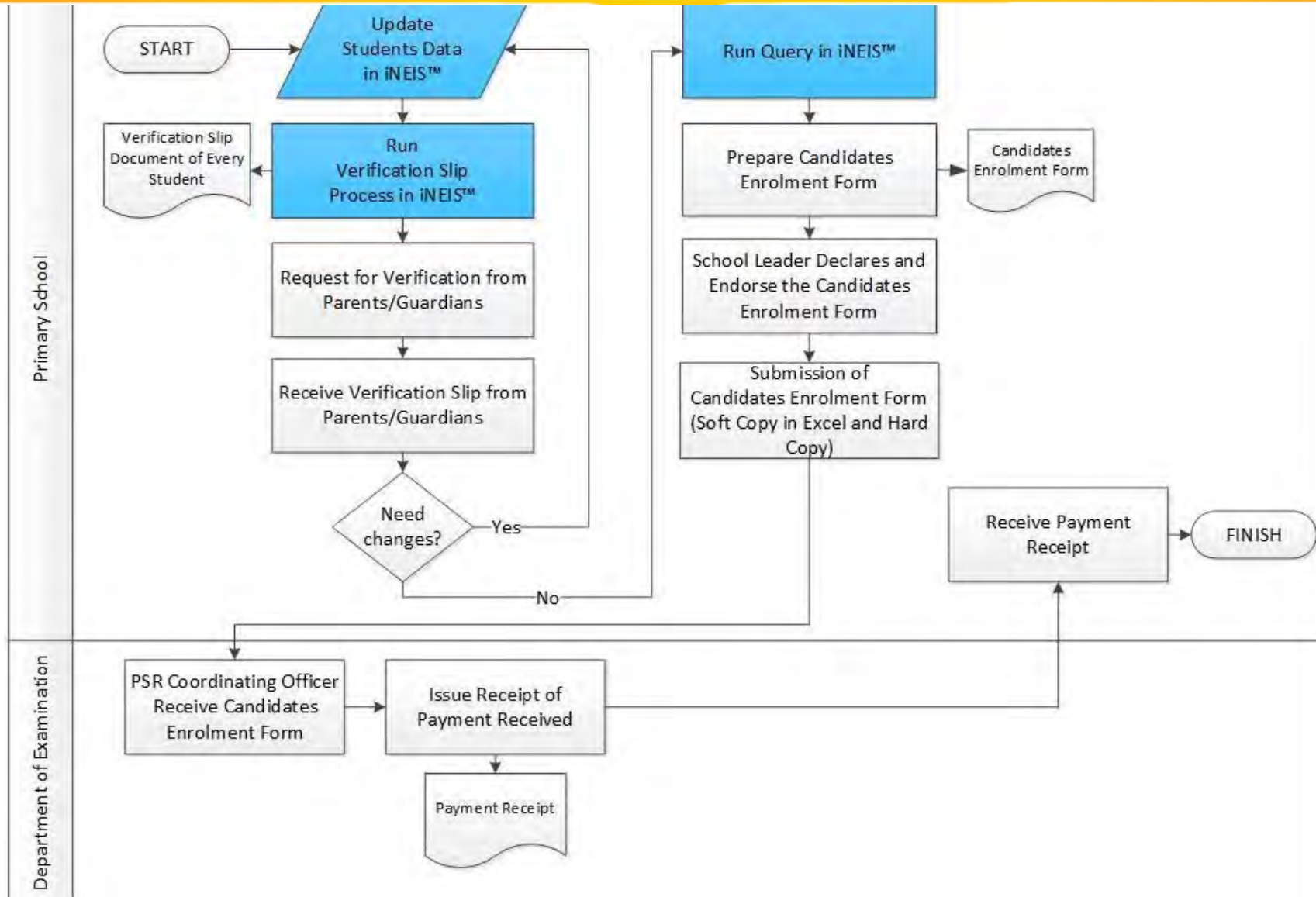
[View All](#)

	School Name	Centre No.	Student ID	Student Name	Birth
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

1-100 of 101  Last

Certificate	Date of Birth	Age as of 31 Dec	Gender	Race	Citizenship	Special Needs Student
	12/01/2003	12	M	BRUNEI	Citizen	N
	07/02/2002	13	M	BRUNEI	Citizen	N
	26/03/2003	12	M	BRUNEI	Citizen	N

# PSR Enrolment Process Flow



# Candidates Enrolment Form

- Download the PSR Enrolment form document from: <http://ineis.moe.gov.bn>
- Rename the downloaded Excel query from step 14 to “MOE\_YEAR\_6\_QRY”
- Place both files in the same folder
- Open PSR Enrolment Form and Click the “Process Button”
- Key in the Index Numbers of Students
- Print and School Leaders will need to endorse for payment activities

Note: Detailed Instructions in the PSR Instructions Document

# Candidates Enrolment Form

CANDIDATES ENROLMENT FORM  
 PENILAIAN SEKOLAH RENDAH 2015

Centre No.: \_\_\_\_\_

Candidate No.	Student Name	Date of Birth	Gender	Race	Citizenship
		14-Aug-2002	F	BRUNEI	Citizen
		18-Mar-2003	F	BRUNEI	Citizen

Total candidates enrolled: 202  
 Total amount of payment:  
 4 x \$30.00 = \$ 120.00

Receipt No.: \_\_\_\_\_

**Principal's Declaration**

I certify that I have read and accept the current Regulations and that the particulars given are to the best of my knowledge correct and in accordance with those regulations.

Name of Principal: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
 School Stamp

Date: \_\_\_\_\_

# Candidates Enrolment Form

- Soft Copy (excel worksheet) to be sent to [exam.dept@moe.gov.bn](mailto:exam.dept@moe.gov.bn)
- Hard Copy to be brought to Exam Department for Financial Activities

Mengalami masalah log masuk ke iNEIS™?

Sila hubungi iNEIS™ Helpdesk

**Online Help:** <http://help.ineis.moe.gov.bn>

**Tel:** +673-2230635 / 2230637

**Email:** [ineis@moe.gov.bn](mailto:ineis@moe.gov.bn)

***Waktu Bekerja***

***Isnin - Khamis & Sabtu***

***7:45 pagi - 12:15 tgh hari***

***1:30 ptg - 4:30 ptg.***

- **Centre No.** will be set by Examination Department
- **Candidates' Index Number** will be set by school
- **Students Name** will need to be updated to Upper Case
- **Verification Slips**  
not required to be submitted to Exam Department
- **Candidates Enrolment Form**  
to be submitted to Exam Department both Soft Copy (Excel) and Hard Copy
- **PSR Enrolment Timeline**  
2<sup>nd</sup> April 2018 – 14<sup>th</sup> May 2018



- PSR Coordinator from Exam Department  
2381133 ext 2022/2002
- Jais Ingir (2382029)
- Hj Asrul Azmi Hj Ahmad (ext 2022)
- Dyg Elma Suryani binti Mohd Alihuddin (2002)