



THE WEST AFRICAN EXAMINATIONS COUNCIL

COORDINATION OFFLINE MODULE (EXAMINERS SUBSYSTEM) - COMES

USER OPERATIONAL MANUAL

Abstract

This manual shall serve as a guide for the user in carrying out all the operations in the COMES application. The application must be installed in the User's computer and the manual should be studied carefully. Note that every step was carefully explained for each category of user.

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USER OPERATIONAL MANUAL

Workflow

This section of the user document provides a comprehensive details of the step by step operation of the COMES application. The document is further divided into different sections under the following headings:

- i. Starting the Application
- ii. Setup Parameters
- iii. User Login
- iv. File menu operations
- v. Examiner Data menu operations
- vi. Malpractice Operations
- vii. Report operations
- viii. Tools and Setup operations

i. Starting the Application

To start the COMES application,

- i. Locate the icon on your desktop as shown below:



- ii. Double click the icon or right click the icon and click Open command. This opens the operation page. (see figure 1a)

1. SETUP PARAMETERS

The user is expected to setup all the required parameters before the major operations are carried out. The Items that needs to be setup include:

- i. Head of Venue profile
- ii. Secretary of Venue profile
- iii. Marking Venue for the current Exam
- iv. Enabling of Marking Venue data for the Current Exam

Before the setup stage begins, the introductory screen appears which verifies that necessary data are preloaded:

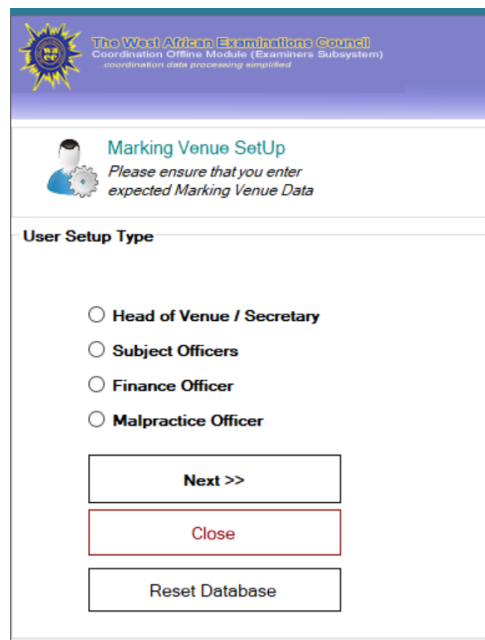


Fig. 1b

Select the desired user to setup the profile and click Next>>

A window is displayed as shown below:

The West African Examinations Council
Coordination Offline Module (Examiners Subsystem)
coordination data processing simplified

Marking Venue Setup
Please ensure that you enter expected Marking Venue Data

Please click here to Get Main Marking File

Marking Venue

Confirm file import process

Setup Data << Back

Close

The Setup Data button will set a default Marking Venue as the selected marking venue and make the Marking Venue Provisional List available for use

From the above screen:

- i. Click Main Marking File button. Locate the master file and select the file. This will process the file and show you the exam diet the file contains.

The West African Examinations Council
Coordination Offline Module (Examiners Subsystem)
coordination data processing simplified

Marking Venue Setup
Please ensure that you enter expected Marking Venue Data

Please click here to Get Main Marking File

Reading the master file. Please wait...

Marking Venue

Confirm file import process

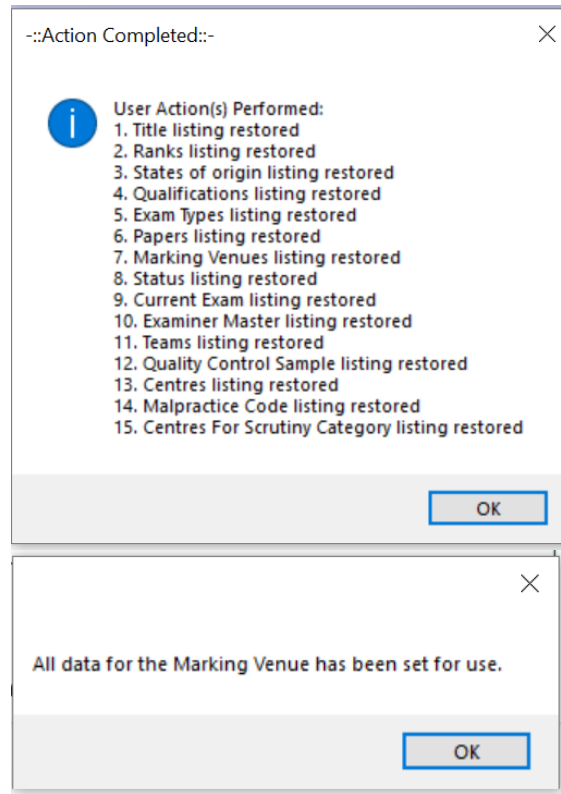
Setup Data << Back

Close

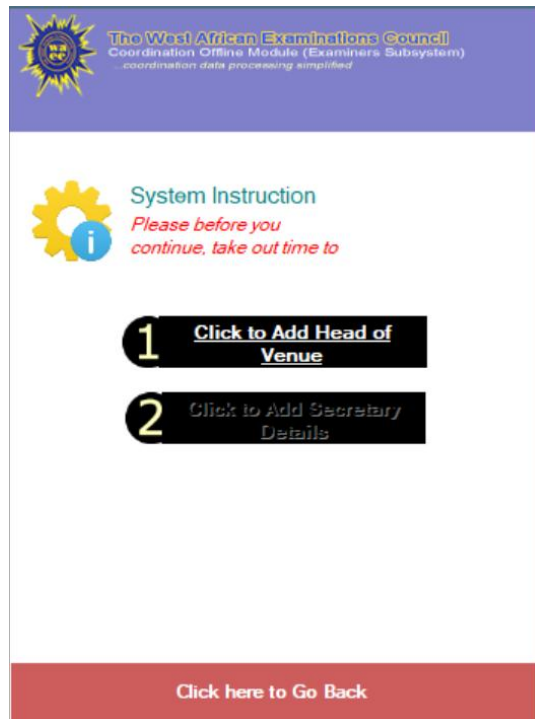
The Setup Data button will set a default Marking Venue as the selected marking venue and make the Marking Venue Provisional List available for use

- ii. Select the Marking Venue, click the *Confirm file import process*.
- iii. Click the *Setup Data* button

- iv. When the import finishes, from the confirmation screen below, click the *OK* button



- v. When the above screen closes, the screen below will display:



**

Figure 1c



Note that you are expected to follow the setup process step by step (from 1 to 4)

1.1 Head of Venue Profile Setup

- i. Click the Link *Click to Add Head of Venue (as shown in Fig 1c)*
- ii. The Screen below opens alongside the screen in figure 1c:

The West African Examinations Council
Coordination Offline Module (Examiners Subsys)
coordination data processing simplified

User/Staff Profile SetUp

Please enter relevant staff data for Users

Add Head of venue details

Surname

Other Names

Designation

Office LP No

Phone No

Email

Ensure that you enter a functional email address

Role

Login Details

User Name

Password

Confirm Password

Figure 1d

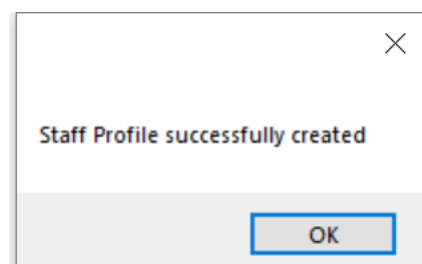
- iii. Enter all the required details. All entries are compulsory.



Note that the current Role will always be selected.

- iv. Click the *Submit* button
- v. You can click the *Close* button at any time to close the screen

The windows below will then be displayed:



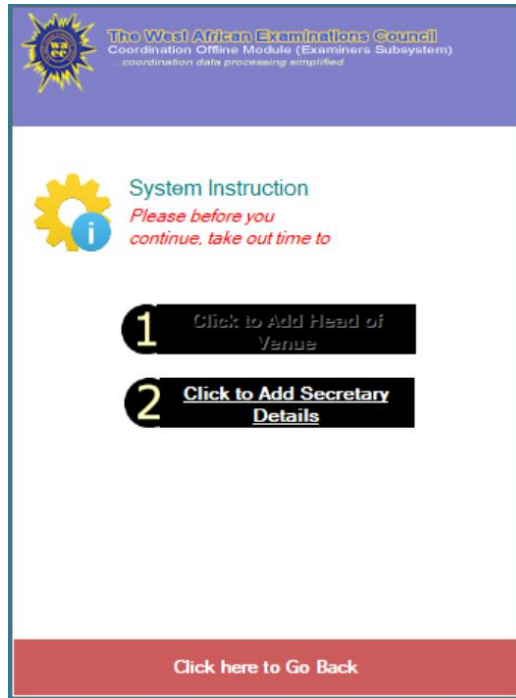


Figure 1e

1.2 Secretary of Venue Profile Setup

- i. Click the link *Click to Add Secretary Details*
- ii. A Screen similar to figure 1e opens alongside figure 1e.
- iii. Enter all the required details. All entries are compulsory.



Note that the current Role will always be selected.

- iv. Click the *Submit* button
- v. You can click the *Close* button at any time to close the screen

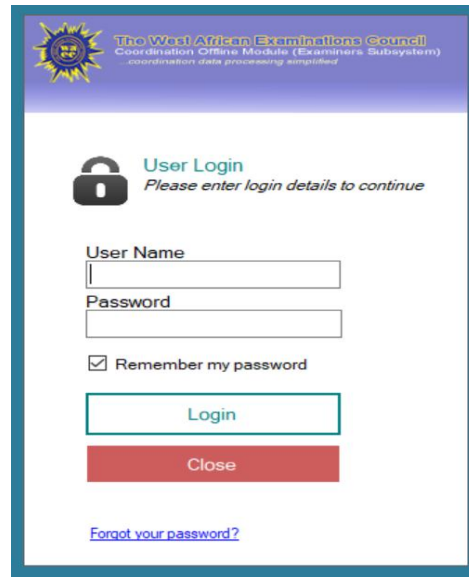


The following fields will be selected automatically for you; Computer User, Exam Type, Marking Year, Head of Venue.

2. USER LOGIN

The User login screen provides access to all or some of the components of the system depending on the user's role. All Administrative access have parallel privileges while other users have limited privileges.

After the initial setup is completed, the screen below will be displayed for the user to login.



The Wood/Arden Examinations Council
Coordinator Office Module (Examiners, Subsystem)
...coordination data processing simplified

User Login
Please enter login details to continue

User Name

Password

Remember my password

Login

Close

[Forgot your password?](#)

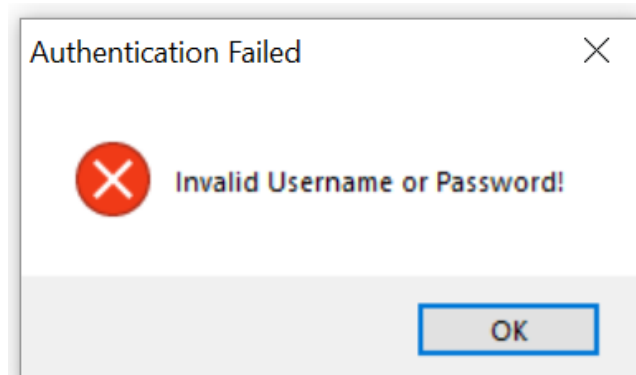
The User would be expected to:

- i. Enter the User name used in the User Setup
- ii. Enter the Password as supplied in the User Setup.



The box 'Remember my password will always be checked. You can uncheck it if you don't want the system to remember your password.

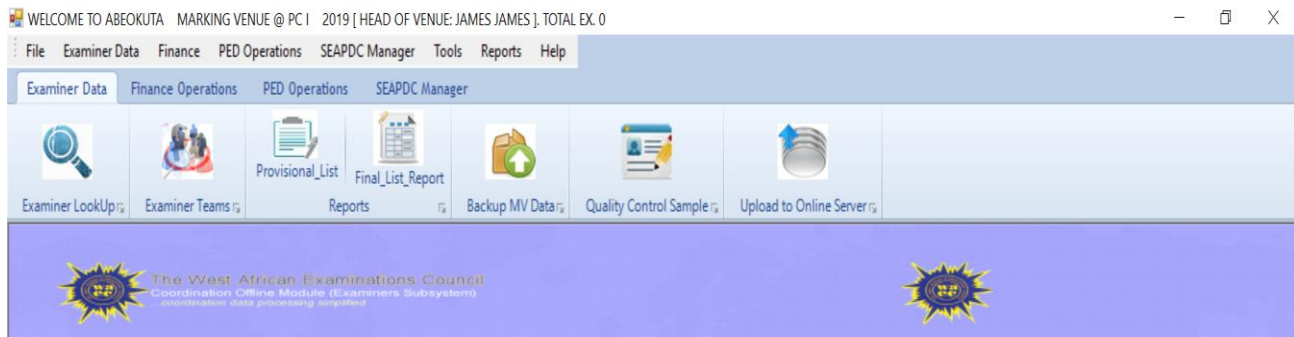
- iii. Click *Login* button
- iv. Successful login would grant you access to the system otherwise, you would see the message below:





Successful login to the application will open the main screen containing menus for carrying out the Marking Venue operations.

3. MAIN WINDOW MENUS



The main screen that appears after successful login contains menu items for carrying out related operations in the Marking venue. The hierarchies of the menus are as follows:

(1) **File**

- Capture Quality Control Sample
- Change Password
- Register User/Staff
- Log Off
- Exit

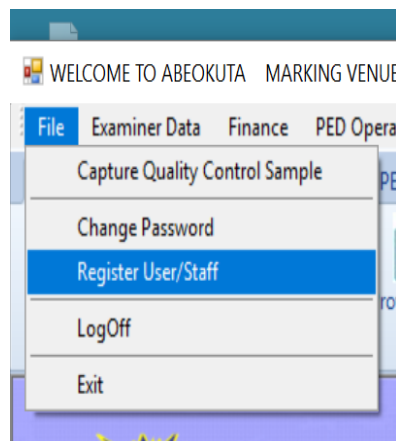


Figure 3a

(2) Examiner Data

Examiner Lookup

Examiner Teams:

- Dynamic List of all Subjects within the marking venue. This differs for each marking venue

Upload Document

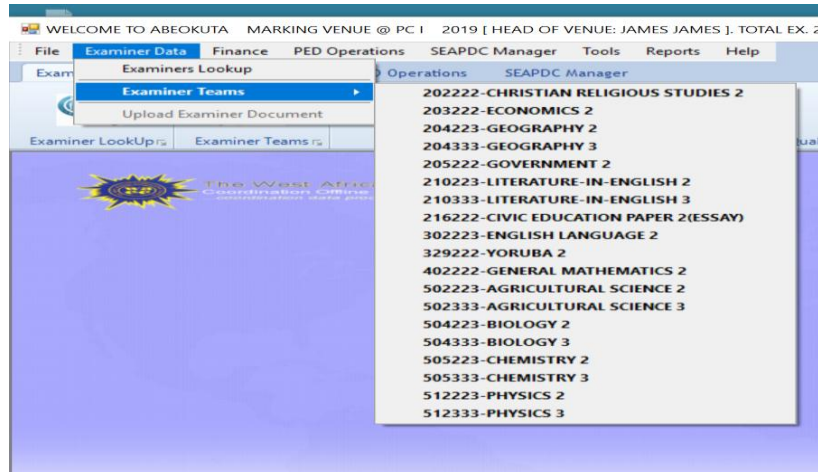


Figure 3b

(3) Finance

Setting

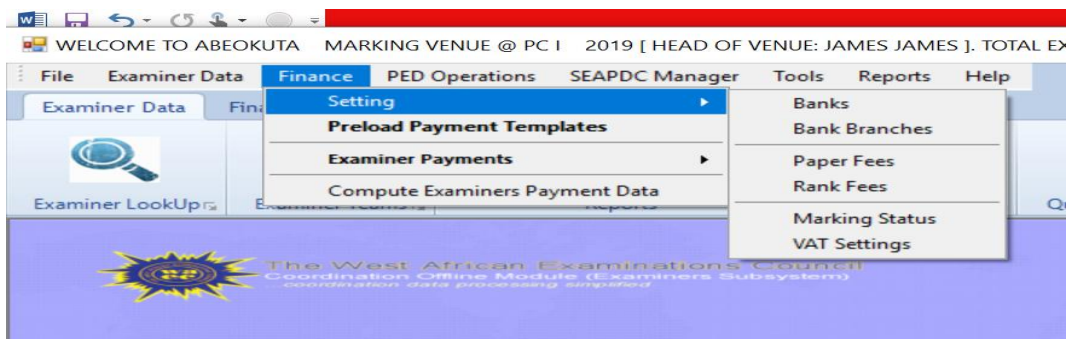
- Banks
- Bank Branches
- Paper Fees
- Rank Fees
- Marking Status
- VAT Settings

Preload payment details

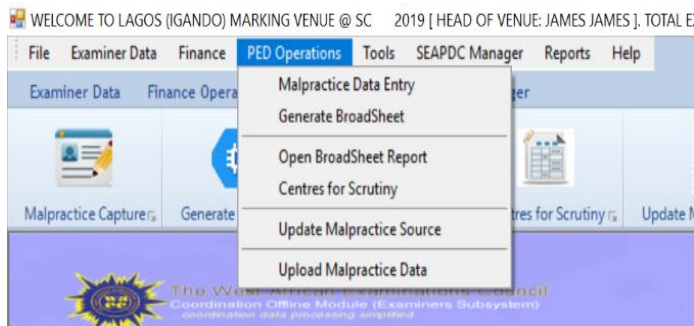
Examiner Payments:

- grouped into all Subjects within the marking venue. This differs for each marking venue

Compute Examiners Payment Data

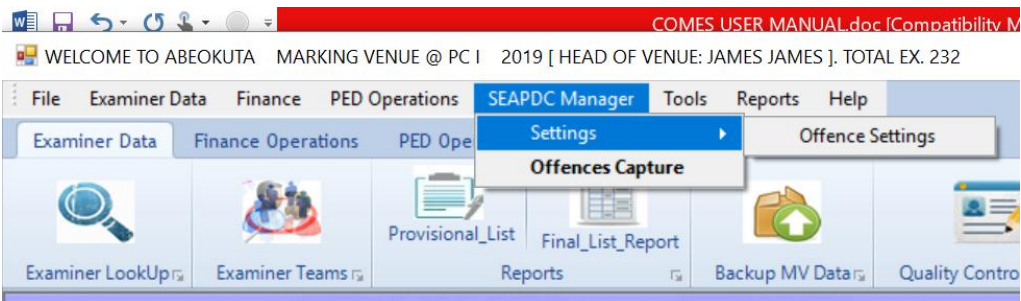


(4) PED Operations



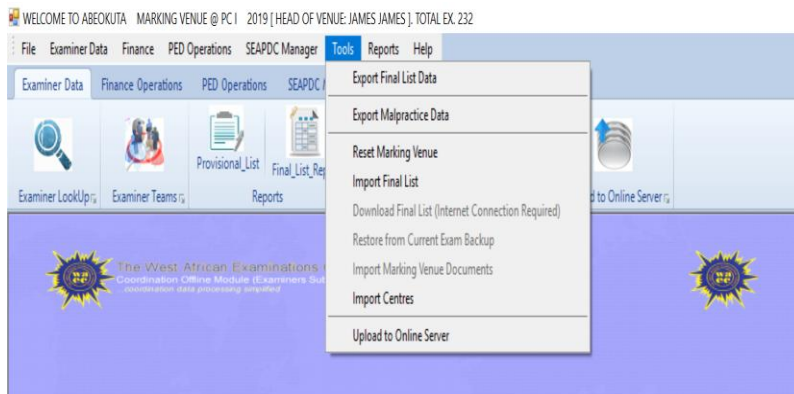
- Malpractice Data Entry
- Generate Broadsheet
- Open Broadsheet Report
- Centres for Scrutiny
- Update Malpractice Source
- Upload Malpractice Data

(5) SEAPDC Manager



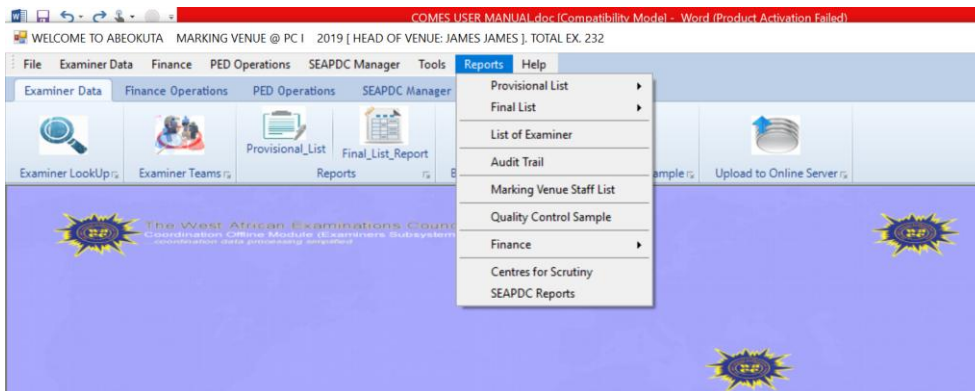
- Settings
 - Offence Settings
- Offences Capture

(6) **Tools**



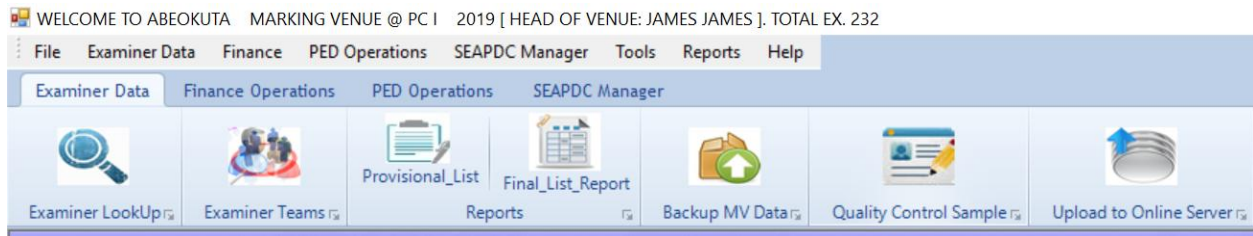
- Export Final List Data
- Export Malpractice Data
- Reset Marking Venue
- Import Final List
- Import Centres
- Upload to Online Server

(7) **Reports**



- Provisional List
 - Dynamic List of all Subjects within the Marking Venue
- Final List
 - Dynamic List of all Subjects within the Marking Venue
- List of Examiners
- Audit Trail
- Marking Venue Staff list
- Quality Control Sample
- Finance
- Centres for Scrutiny
- SEAPDC Reports

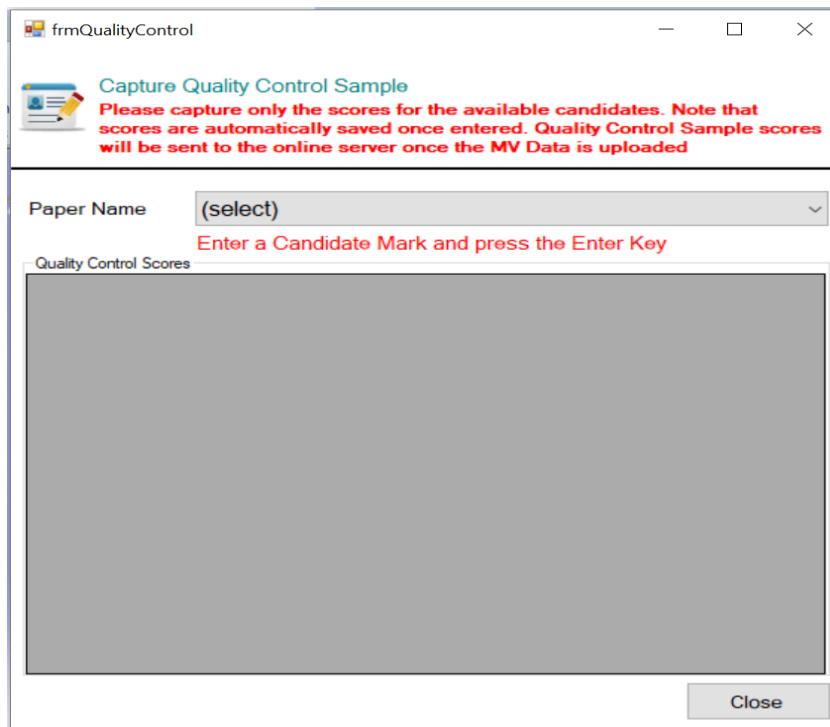
Most of the menu items operations can be performed from the toolbar as shown below:



FILE MENU OPERATIONS

3.1.1 Capture Quality Control Sample

- i. Click on File
- ii. Click Capture Quality Control Sample. The screen below opens



- iii. Select the Paper Name from the drop down arrow in front of Paper Name. The screen below opens

- iv. Enter in the scores for each candidate and press the Enter key to move to the next candidate.
- v. The scores are automatically saved once entered.
- vi. Once all the scores have been entered, click on the close button to end and then go back to File – Quality Control Sample to select another subject.

3.1.2 Change Password

Only current user who is logged on can use this option to change his/her password.

- i. Click File
- ii. Click Change Password. The Screen below opens

- iii. The screen will contain your User ID and Phone number used in the registration process. Enter your old password.
- iv. Enter the new password and confirm the new password
- v. Click *Change Password* button
- vi. You can click the *Close* button at any time

3.1.3 Register User/Staff

- i. Click File
- ii. Click Register User/Staff

The screenshot shows a web form titled "User/Staff Profile SetUp" with the subtitle "Please enter relevant staff data for Users". The form is part of the "The West African Examinations Council" system, specifically the "Coordination Office Module (Examiners' Subsystem)". The form contains the following fields and sections:

- Role:** A dropdown menu currently set to "HEAD OF VENUE".
- Surname:** A text input field.
- Other Names:** A text input field.
- Designation:** A text input field.
- Office:** A text input field.
- LP No:** A text input field.
- Phone No:** A text input field.
- Email:** A text input field with a note below it: "Ensure that you enter a functional email address".
- Login Details:** A section containing three text input fields: "User Name", "Password", and "Confirm Password".

At the bottom of the form, there are two buttons: a green "Submit" button and a red "Close" button.

- iii. Select the User Role to be setup.
- iv. Enter all the required details. All entries are compulsory.



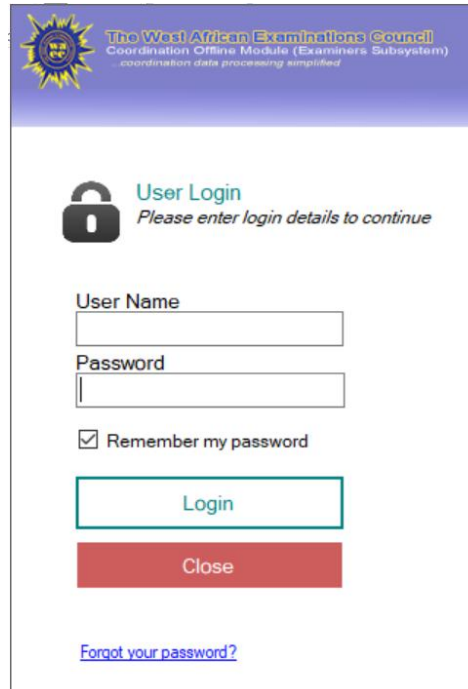
Note that the current Role will always be selected.

- v. Click the *Submit* button
- vi. You can click the *Close* button at any time to close the screen

3.1.4 **Log Off:** This process logs the user off and open the login screen

i. Click File

ii. Click Log Off. This opens the screen below:



The image shows a user login interface. At the top, there is a logo for 'The West African Examinations Council' with the text 'Coordination Office Module (Examiners Subsystem)' and 'coordination data processing simplified'. Below the logo is a padlock icon and the text 'User Login' and 'Please enter login details to continue'. There are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember my password'. There are two buttons: a blue 'Login' button and a red 'Close' button. At the bottom, there is a link that says 'Forgot your password?'.

iii. Enter your login details again

iv. Click *Login* button

v. You can click the *Close* button at any time to exit the application

3.2 EXAMINER DATA MENU OPERATIONS

3.2.1 **Examiner Lookup:** This facility helps the user to search for existing examiners whose record need to be verified at marking venue using different criteria. To use the tool:

- i. Select the Examiner Lookup option from the Examiner Data menu
- ii. From the screen that opens, select the search option you would prefer
- iii. Click the Search button. For more information, see the screen below.

Name of Examiner Only By status only By Marking Venue and Paper By Paper and status

Enter a part of Name: Marking Venue:

Status of Examiner: Paper: **186 record(s) found with 0 duplicate record(s)**

Search from Result

Search Result

	Uniquecode	Surname	FirstName	OtherName	ContactAddress	Telephone	PaperCode	StatusName	NoOfMarking
▶	7022200179	Ojo		M.M	Ikolaba H/S ...	0808691...	702223	Dormant	2
	1032203301	BELLO	Ojo	M	35 IJIKOYE ...	0806239...	103222	Active	1
	1172200220	ojo		olatunde...	None	0703878...	117222	Active	1
	2032204095	Ojo		Lawrence...	2, Akintunde...	0802887...	203222	Dormant	3
	3022201900	Ojo	Peter	S	ISHERI SNR...	0803524...	302223	Active	20
	3022204057	Ojo	Iyabode	Y.	16, PONLE S...	0803715...	302223	Active	9
	3022208656	Ojo	Yetunde		2, OLOKO C...	0803873...	302223	Dormant	2
	5192200063	Ojo		D O	None	0808050...	519223	Active	1
	7182200155	Ojo		O O	None	0803628...	718223	Active	1
	1042200366	Ojo		Samuel	26, Adifase ...	0702940...	104222	Active	16
	1042200576	Ojo		A.N.	2, Ikale St., ...	0806245...	104222	Active	6

3.2.2 **Examiner Teams:** All teams available in the Marking Venue are accessible using this menu option.

- i. Click Examiner Data
- ii. Point to Examiner Teams >
- iii. Select the Subject for the Team (Example: 203222 – ECONOMICS 2). This will open the screen below:

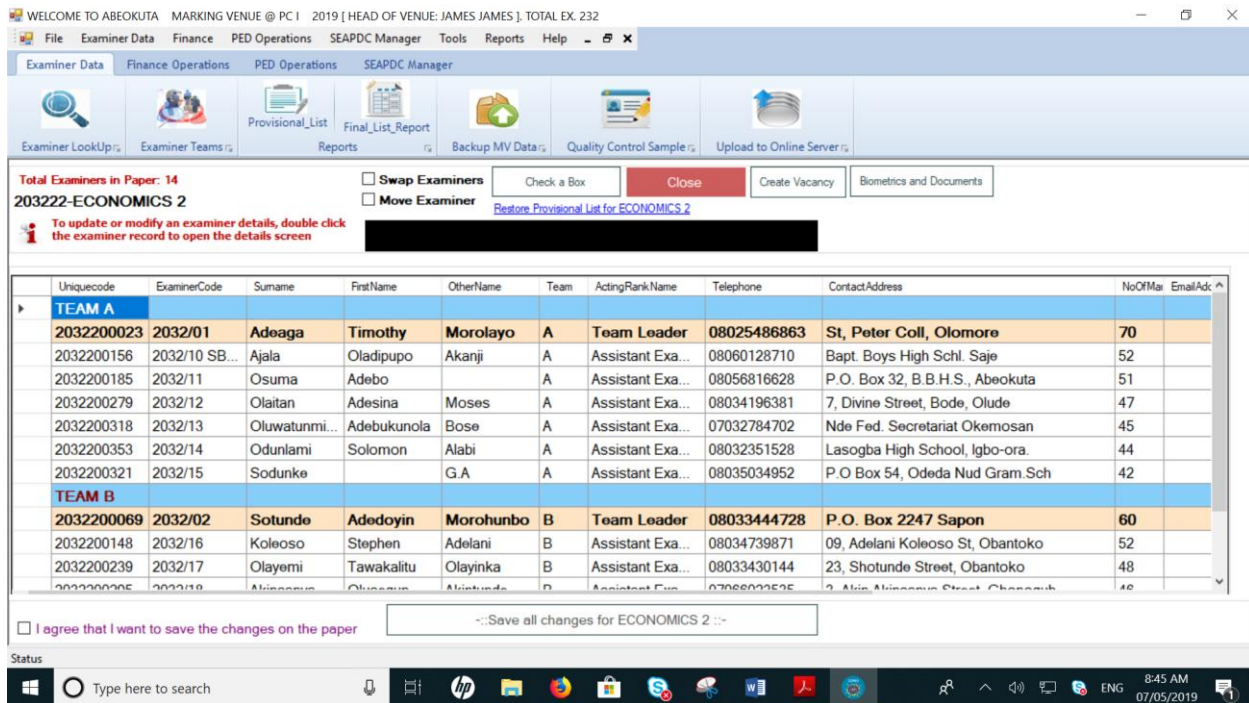


Figure 3b

The above screen can be used to perform the following operations:

- (a) Swapping of Examiners
- (b) Moving Examiner
- (c) Update/amendment of examiner details
- (d) Create a vacancy for a team (This is done by the Head of Venue)
- (e) Biometrics and Uploading of Documents

3.2.2.1 Swap Examiners:

This process is used for swapping two examiners between teams based on vacancy and seniority. *Ensure any changes made previously has been saved before proceeding.* To proceed with this option:

- i. Check *Swap Examiners* check box
- ii. Click any cell in the row of the first examiner you want to swap
- iii. Click any cell in the row of the second examiner to be swapped with



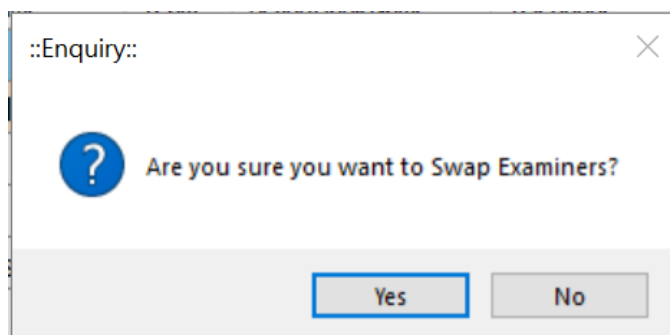
Always check the black information box to review your selection. The screen below show a preview of selection made:

The screenshot shows the SEAPDC Manager software interface. The main window displays a table of examiners with columns for Uniquecode, ExaminerCode, Surname, First Name, Other Name, Team, Acting Rank Name, Telephone, Contact Address, No Of Marks, and Email Address. The table is divided into two teams: TEAM A and TEAM B. A dialog box is open, showing a preview of the swap selection. The dialog box contains the following information:

Total Examiners in Paper: 14
203222-ECONOMICS 2
 Swap Examiners
 Move Examiner
Click the two records (one after another) you want to swap and click Swap button
Swap 2032/10 SB-TL 1 (Team: A) with 2032/17 (Team: B)

Uniquecode	ExaminerCode	Surname	First Name	Other Name	Team	Acting Rank Name	Telephone	Contact Address	No Of Marks	Email Address
TEAM A										
2032200023	2032/01	Adeaga	Timothy	Morolayo	A	Team Leader	08025486863	St, Peter Coll, Olomoro	70	
2032200156	2032/10 SB...	Ajala	Oladipupo	Akanji	A	Assistant Exa...	08060128710	Bapt. Boys High Schl. Saje	52	
2032200185	2032/11	Osuna	Adebo		A	Assistant Exa...	08056816628	P.O. Box 32, B.B.H.S., Abeokuta	51	
2032200279	2032/12	Olaitan	Adesina	Moses	A	Assistant Exa...	08034196381	7, Divine Street, Bode, Olude	47	
2032200318	2032/13	Oluwatunmi...	Adebukunola	Bose	A	Assistant Exa...	07032784702	Nde Fed. Secretariat Okemosan	45	
2032200353	2032/14	Odunlami	Solomon	Alabi	A	Assistant Exa...	08032351528	Lasogba High School, Igbo-ora	44	
2032200321	2032/15	Sodunke		G.A	A	Assistant Exa...	08035034952	P.O Box 54, Odeda Nud Gram Sch	42	
TEAM B										
2032200069	2032/02	Sotunde	Adedoyin	Morohunbo	B	Team Leader	08033444728	P.O. Box 2247 Sapon	60	
2032200148	2032/16	Koleoso	Stephen	Adelani	B	Assistant Exa...	08034739871	09, Adelani Koleoso St, Obantoko	52	
2032200239	2032/17	Olayemi	Tawakalitu	Olayinka	B	Assistant Exa...	08033430144	23, Shotunde Street, Obantoko	48	
2032200295	2032/18	Akinosun	Olufemi	Akinosun	B	Assistant Exa...	08066022595	2, Alin, Alimosun Street, Obantoko	46	

- iv. Click the *Swap Examiners* button
- v. The message below will be displayed. To continue click the Yes button, to decline, click the No button, as shown below:





Once you click on the Yes button, the examiners will immediately be swapped between the selected teams without changing the Examiner Codes for either of the team.

3.2.2.2 Move Examiner:

This process is used to move examiner from current team to another team. To move an examiner from Team B to Team A, select the Examiner in Team B before the examiner in Team A, this will move Team B examiner to the position of Team A examiner and create a vacancy at the position of Team B examiner. *Please ensure that there is vacancy before an examiner is moved to a new team. Also ensure any changes made previously has been saved before proceeding.* To proceed with this option:

- i. Check *Move Examiner* check box
- ii. Click the team cell in the row of the examiner you want to move
- iii. Click the team cell in the row of the destination you want to move the examiner to.



Always examine the changes in the black information box to review your selection. The screen below show a preview of selection made:

WELCOME TO ABEOKUTA MARKING VENUE @ PC 1 2019 [HEAD OF VENUE: JAMES JAMES], TOTAL EX. 232

File Examiner Data Finance PED Operations SEAPDC Manager Tools Reports Help

Examiner Data Finance Operations PED Operations SEAPDC Manager

Examiner LookUps; Examiner Teams; Reports; Backup MV Data; Quality Control Sample; Upload to Online Server

Total Examiners in Paper: 14
 203222-ECONOMICS 2

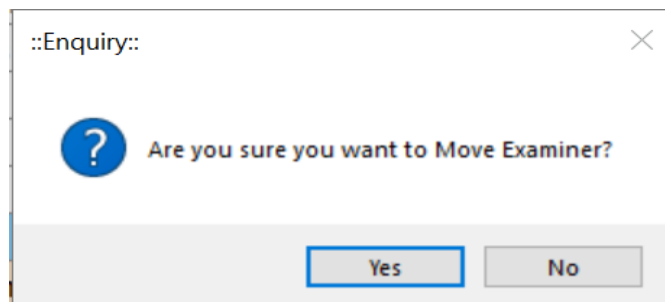
Swap Examiners Move Examiner Cancel Changes Create Vacancy Biometrics and Documents
 Move Examiner Restore Provisional List for ECONOMICS 2
 Click the Teams (from and to), in each case you want to move and click Move button. Move Examiner 2032/14 (Team: A) to (Team: B)

Uniquecode	ExaminerCode	Surname	FirstName	OtherName	Team	ActingRankName	Telephone	ContactAddress	NoOfMa	EmailAdj
2032200279	2032/12	Olaitan	Adesina	Moses	A	Assistant Exa...	08034196381	7, Divine Street, Bode, Olude	47	
2032200318	2032/13	Oluwatunmi...	Adebukunola	Bose	A	Assistant Exa...	07032784702	Nde Fed. Secretariat Okemosan	45	
2032200353	2032/14	Odunlami	Solomon	Alabi	A	Assistant Exa...	08032351528	Lasogba High School, Igbo-ora.	44	
2032200321	2032/15	Sodunke		G.A	A	Assistant Exa...	08035034952	P.O Box 54, Odeda Nud Gram.Sch	42	
TEAM B										
2032200069	2032/02	Sotunde	Adedoyin	Morohunbo	B	Team Leader	08033444728	P.O. Box 2247 Sapon	60	
2032200185	2032/16	Osuna	Adebo		B	Assistant Exa...	08056816628	P.O. Box 32, B.B.H.S., Abeokuta	51	
2032200156	2032/17	Ajala	Oladipupo	Akanji	B	Assistant Exa...	08060128710	Bapt. Boys High Schl. Saje	52	
2032200295	2032/18	Akinsanya	Olusegun	Akintunde	B	Assistant Exa...	07066023535	3, Akin Akinsanya Street. Gbonogub	46	
2032200367	2032/19	Oyekunle	Adewale	Isaac	B	Assistant Exa...	08130351381	5, Ibadan - Abeokuta Road, Olodo	44	
2032200381	2032/20	Oluyomi	Mary	Olufunke	B	Assistant Exa...	08037273068	Ss Peter & Paul Catholic Cathedral, Adata.	43	
2032200342	2032/21	Ojo		J.O	B	Assistant Exa...	08034317117	Gate Way Sec. Schl. Ita Iyalode	41	

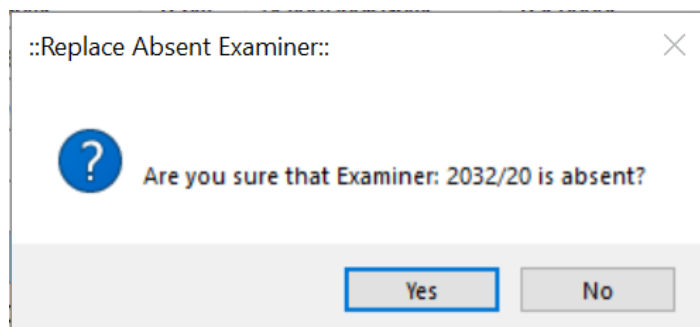
I agree that I want to save the changes on the paper Save all changes for ECONOMICS 2 :-

Status

- iv. Click *Move Examiner* button.
- v. The message below will be displayed. To continue, click the Yes button and to decline, click the No button, as shown below:



- vi. You will then be asked to confirm that the examiner to be replaced is indeed absent. The message below will be displayed.





-Once the Yes button is clicked, the examiner will immediately be moved to the selected team without changing the Examiner Code for the previous team.



The Provisional List for a subject can be restored by clicking on the link Restore Provisional List.



You can search for a particular examiner within a team by entering in the Examiner number or Telephone number of the examiner in the box 'Filter List by Examiner Code or Telephone'.

3.2.2.3 Biometrics and Documents

This option is used for the following:

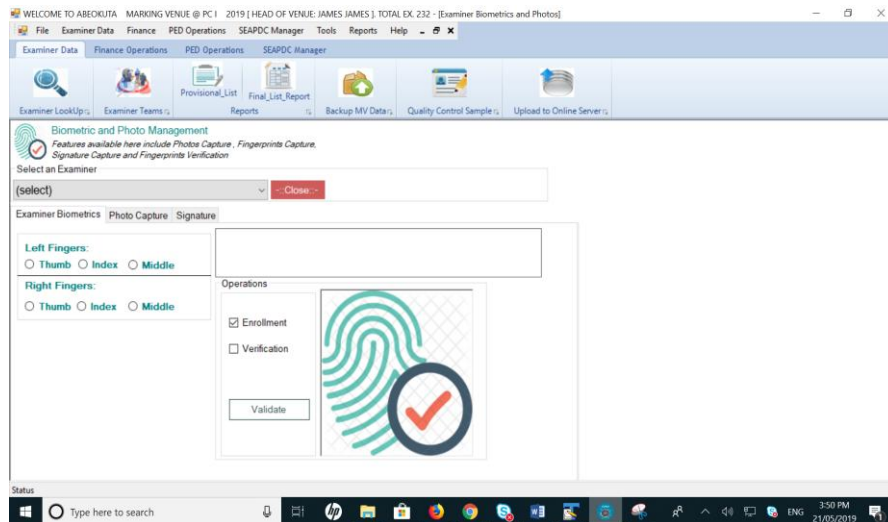
1. Biometrics:

Used for Photo capture, Fingerprints Capture, Signature Capture and Fingerprints Verification. To carry this out:

- i. Click on the Biometrics and Documents link as seen in Fig 3b. The following screen is displayed:

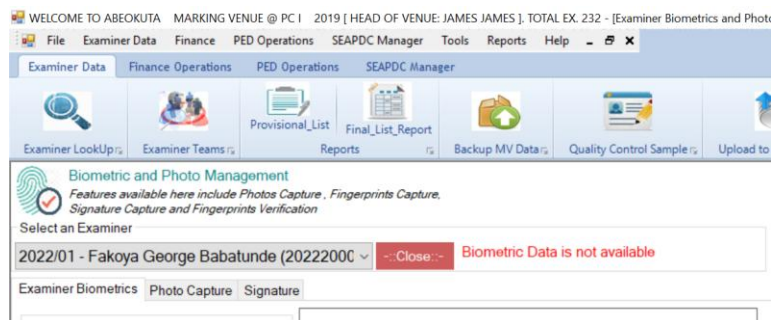
- ii. Select the fingerprint scanner to be used by clicking on the name of the scanner.

iii. Click on Continue. The following screen is then displayed:



*

iv. Click on (select) and select the examiner’s name whose details are to be captured. If the biometric data of the examiner had not captured, it displays a message “Biometric data is not available”



v. **Examiner Biometrics**: To capture the fingerprints of the examiner:

- (a) Click on Examiner Biometrics
- (b) Click on Enrollment under the Operations section
- (c) Select the first finger to be captured on the left hand
- (d) Ensure the examiner’s finger is well placed on the fingerprint device
- (e) Click on validate to check if the biodata already exists. If not click on enroll to capture the finger

(f) Select the next finger to be captured and repeat steps d and e for the left hand and the right hand.

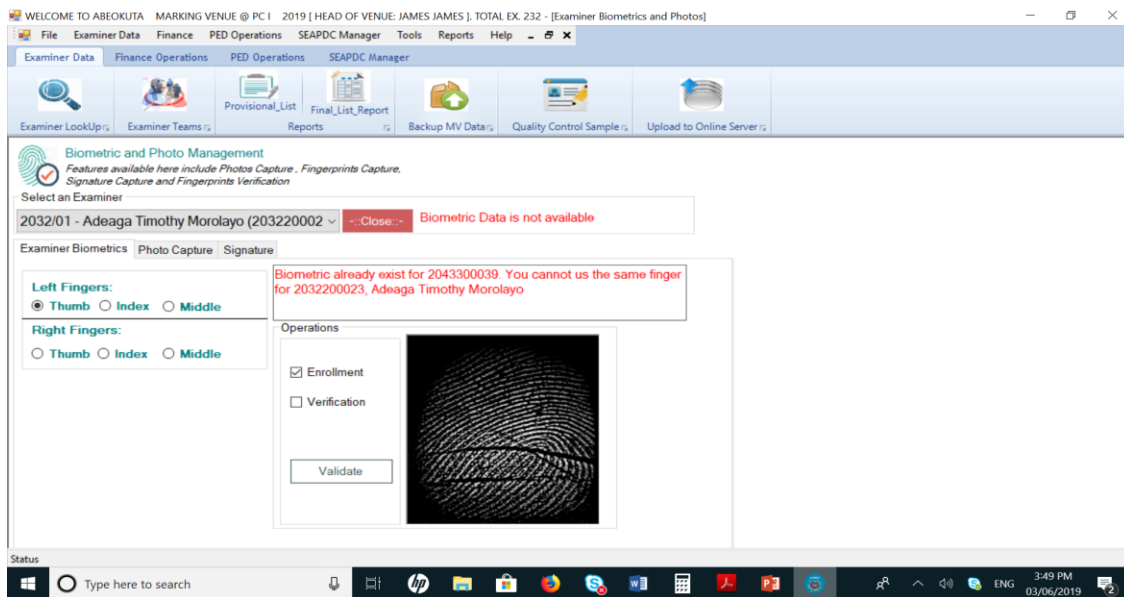
(g) Repeat the above steps for all the examiners to be captured.



-If the biometric data of the examiner had been captured previously, select verification instead of enrollment.

-Validation must be done first on each finger before capturing to ensure had not been captured before.

If the finger had been captured before, it gives an error message e.g as shown in the screen below:



vii. **Photo Capture**: To capture the examiner's picture:

(a) Click on Photo Capture

(b) Select the camera to be used.

(c) Ensure the examiner is well positioned in front of the camera .

(d) Click on Capture.

(e) Click on Save Picture.

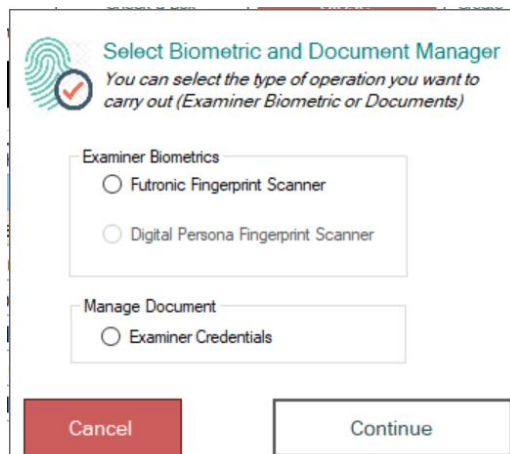
vii. **Signature:** To capture the examiner's signature:

- (a) Click on Signature
- (b) Ensure the examiner signs clearly on the attached device
- (c) If the signature is clear enough, click on Save Signature

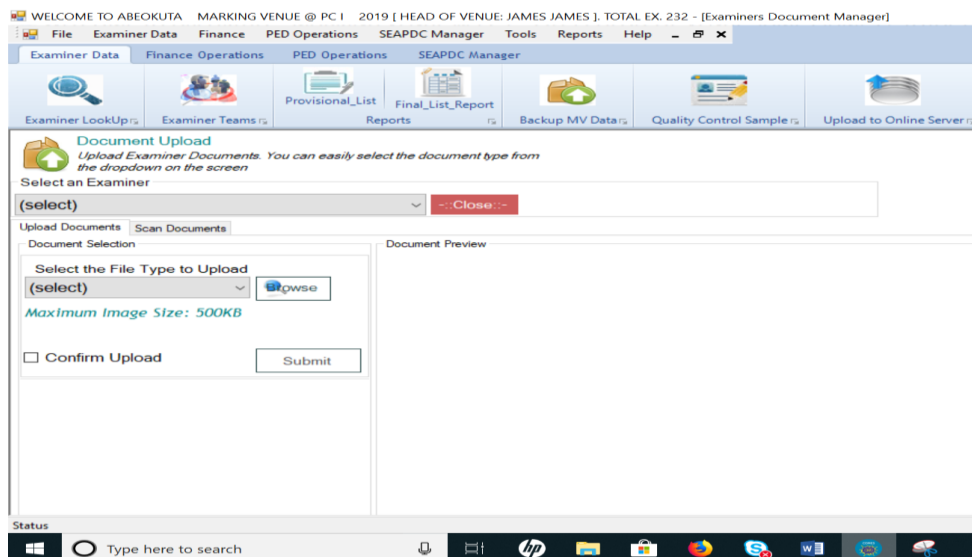
2. **Documents:**

this is used for the Upload of Examiner Documents.

i. Click on the Biometrics and Documents link as seen in Fig 3b. The following screen is displayed:



ii. Click on Examiner Credentials and Click on Continue. The screen below displayed:



iii. Select the name of the examiner whose credentials are to be uploaded.

- iv. Select the file type to be uploaded e.g. B.Sc. etc.
- v. Browse to the location where the file is stored.
- vi. Click on Confirm Upload.
- vii. Click on Submit.
- viii. Select another file type to be uploaded and follow steps v to vii until all the files have been uploaded for the examiner.
- ix. Click on Close.

Update or Amendment of Examiner Details:

This option is not explicitly defined on the screen in *figure 3b* but can also be performed using the same interface. This option is used for updating examiner details and for adding gate crasher details to replace examiners who could not honor invitation for the current marking exercise. To continue:

- i. Ensure that none of *Swap Examiners* or *Move Examiner* checkboxes is checked.
- ii. Double click an Examiner record on the grid. This opens the screen below:

The screenshot shows a software window titled 'WELCOME TO ABEOKUTA MARKING VENUE @ PC 1 2019 [HEAD OF VENUE: JAMES JAMES], TOTAL EX. 232'. The application has a menu bar with 'File', 'Examiner Data', 'Finance', 'PED Operations', 'SEAPDC Manager', 'Tools', 'Reports', and 'Help'. Below the menu is a toolbar with icons for 'Examiner Lookup', 'Examiner Teams', 'Provisional List', 'Final List Report', 'Backup MV Data', 'Quality Control Sample', and 'Upload to Online Server'. The main area is titled 'Update Examiner/Gate Crasher Details' and contains the following form fields:

- Examiner No: 2032/12
- Check if Re-Allocated
- Buttons: --:Edit:-- and --:New:--
- Bio Data:
 - Fullname: Olaitan Adesina Moses
 - Lookup button: --:Lookup:--
 - Surname: Olaitan, First Name: Adesina, Other Name(s): Moses
 - Title: (select)
 - Phone Number: 08034196381
 - Contact Address: 7, DIVINE STREET, BODE, OLUDE
 - Team: A
 - State of residence: (select)
 - Residing Town: (select)
 - State of residence and Residing Town: (select)
 - Email Address: (select)
 - First Qualification: (select)
 - Course of study: (select)
 - Buttons: --:Save:-- and Browse Picture
- Search:
 - Enter Name or Phone No: (input field)
 - Marking Venue (select)
 - Use Economics 2
 - Buttons: Search and Close
- Lookup table:

ExaminerID	Uniquecode	Surname	FirstName	OtherName	ContactAddress	Telephone	NoOfMarking	StatusName	CourseName
44356	2032200279	Olaitan	Adesina	Moses	7, Divine Street, Bode, Olude	0803...	47	Active	

Figure 3C

- iii. To update the current examiner, click *Edit* button; or *New* button to add gate crasher details in place of the selected examiner.
- iv. Supply the necessary fields

- v. Check the *I agree that all entries are correct as supplied by the Examiner*
- vi. Click the *Submit* button
- vii. You can close the screen at any time or click *Cancel* when either *Edit* button or *New* button has already been clicked.



A search provision has been made as shown in figure 3C to enable users search through existing examiners at a global level. This helps to check if the intending examiner already exists or in some cases where an examiner claims that he/she has been marking, it is used to resolve the authenticity of such claim. The repository contains all examiners in the whole federation. To use this option, Enter any of the names or telephone numbers of the Examiner and click the Search button. To use the currently selected paper code, check the box Use Paper Code.

Check if Re-Allocated

viii. If the selected examiner packet has been re-allocated, Check the box and click the Submit button.

4. USER/STAFF PROFILE SETUP

The User/Staff Profile setup has already been described as part of the Setup Parameters. Additional user to the system can also be added when the user is logged in.

To add other user/staff to the system:

- i. Click the File menu
- ii. Click *Register User/Staff* option. This opens the window below:
- iii. Enter the required items. All entries are compulsory.
- iv. Click the *Submit* button

The West African Examinations Council
Coordination Office Module (Examiners Subsystem)
...coordination data processing simplified

User/Staff Profile SetUp
Please enter relevant staff data for Users

Role: **SUBJECT OFFICER**

Surname:

Other Names:

Designation:

Office: LP No:

Phone No:

Email:
Ensure that you enter a functional email address

Login Details

User Name:

Password:

Confirm Password:

Submit **Close**

5. FINANCE MODULE

5.1 Setting

5.1.1 Banks

This gives a list of available banks, their bank codes and head office addresses. This list can be added to by clicking on the New button and entering in the details required. Once details have been entered, click on Save/Update.

WELCOME TO ABEOKUTA MARKING VENUE @ PC | 2019 [HEAD OF VENUE: JAMES JAMES], TOTAL EX. 232 - [Manage Banks]

File Examiner Data Finance PED Operations SEAPDC Manager Tools Reports Help

Examiner Data Finance Operations PED Operations SEAPDC Manager

Examiner LookUp Examiners Teams Provisional List Reports Final List Report Backup MV Data Quality Control Sample Upload to Online Server

Manage Banks
Please ensure that you select correct file types

New Save/Update Close

BankName	BankCode	ShortName	HeadBranchOffice	HeadBranchAddress
MAINSTREET BANK (PRE...	014150030	AFRIBANK	BROAD ST...	51/55, BR...
NIGERIA INTL BANK LTD ...	023150005	CITIBANK	HEAD OFFI...	COMMERC...
OCEANIC BANK INTL LTD	056080016	OCEANIC	ABUJA HEA...	HERBERT ...
SKYE BANK PLC	076151006	SKYE	HEAD OFFI...	708/709 A...
STANBIC-IBTC BANK PLC	221159522	IBTC	HEAD OFFI...	IBTC PLAC...
STANDARD CHARTERED B...	068150057	STANDARD	AHMADU B...	142, AHMA...
STERLING BANK	232150029	STERLING	APAPA	STERLING ...
UNION BANK OF NIGERIA...	032156825	UNION	STALLION ...	STALLION ...
UNITED BANK FOR AFRIC...	033154282	UBA	CORPORAT...	GROUP EX...
UNITY BANK PLC	215082334	UNITY	HERBERT ...	PLOT 785, ...
WEMA BANK PLC	035150103	WEMA	HEAD OFFI...	WEMA TO...
ZENITH BANK PLC	057150013	ZENITH	HEAD OFFI...	PLOT 84 A...
<new bank name>				

Status

Type here to search

2:41 PM 07/05/2019

5.1.2 Bank Branches

This gives a list of all the banks in Nigeria and their branches all over the country. This can be added to by clicking New and then clicking on Save/Update to save the new information.

Information on the banks already present can be edited and updated by clicking on the Save/Update button.

The screenshot shows a software application window titled 'WELCOME TO ABEOKUTA MARKING VENUE @ PC I 2019 [HEAD OF VENUE: JAMES JAMES], TOTAL EX. 232 - [Manage Bank Branches]'. The application has a menu bar with 'File', 'Examiner Data', 'Finance', 'PED Operations', 'SEAPDC Manager', 'Tools', 'Reports', and 'Help'. Below the menu bar is a toolbar with icons for 'Examiner LookUp', 'Examiner Teams', 'Provisional_List', 'Final_List_Report', 'Backup MV Data', 'Quality Control Sample', and 'Upload to Online Server'. The main window area is titled 'Manage Banks' and contains a 'New', 'Save/Update', and 'Close' button bar. Below this is a search area with a dropdown menu labeled '(select)'. The main content is a table titled 'Bank Branches Listing' with three columns: 'BranchName', 'Address', and 'SortCode'. The table lists various bank branches in Nigeria, with 'ABAK' selected. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date '07/05/2019' and time '3:22 PM'.

BranchName	Address	SortCode
ABAK	4 EZIUKWU ROAD ABA	044100209
ABEOKUTA	14 LALUBU STREET OKE-ILEWO ABE	044170378
ABUJA	PLT 1195 AMINU KANO CR. WUSE I	044080099
ABUJA 2	PLT 833 ADETOKUNBO ADEMOLA WAY	044080439
ABUJA 3	PLOT 247 HERBERT MACAULAY WAY	044080565
ADEMOLA ADETOKUNBO	ADEMOLA ADETOKUNBO	044150665
ADO-EKITI	SECRETARIAT ROAD ADO-EKITI	044180384
AGUDA	1/3 ENITAN STR AGUDA SURULERE	044150042
AKOKA	100 ST FINBARRS COLLEGE RD. AK	044150482
AKURE	17 OYEMEKUN ROAD AKURE	044180177
APAPA 1	4 BURMA ROAD APAPA	044150013

5.1.3 Paper Fees

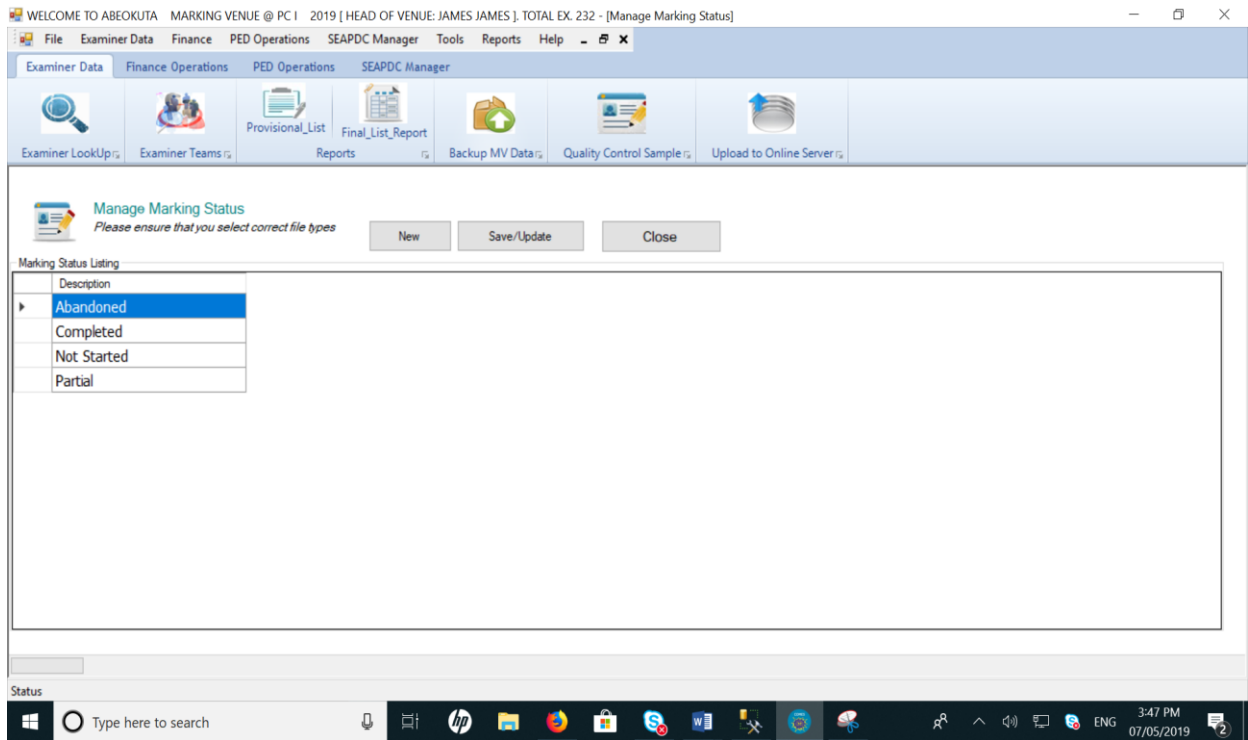
This gives the Marking Fees for all the subjects. The fees can be edited and saved by clicking on the Save/Update button.

PaperCode	PaperName	MarkFee
000000	All Subjects	0
103222	Commerce 2	9.57
104222	Financial Accounting 2	9.57
105222	Principles Of Cost Accounting	0
106131	Shorthand	0
107131	Typewriting	0
108222	Automobile Pts Mechand Paper 2	9.57
109222	Booking Keeping Paper 2(Essay)	9.57
110222	Data Processing Paper 2(Essay)	8.34
111222	Insurance Paper 2 (Essay)	9.57
112222	Marketing Paper 2(Essay)	9.57
113222	Office Practice Paper 2 (Essay)	9.57
114222	Salesmanship Paper 2 (Essay)	9.57
115222	Stenography Paper 2 (Essay)	0

5.1.4 Rank Fees

This displays the Coordination, attendance and vetting fees and Coordination fees for English Language for Sole Examiners, Chief Examiners, Team Leaders In Charge, Assistant Examiner, Team Leaders and Team Leaders.

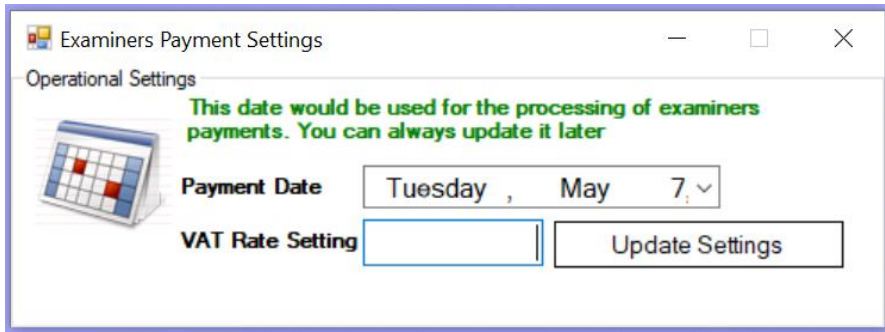
5.1.5 Marking Status



This displays the marking status to be used for each examiner to determine what stage of marking they currently are on.

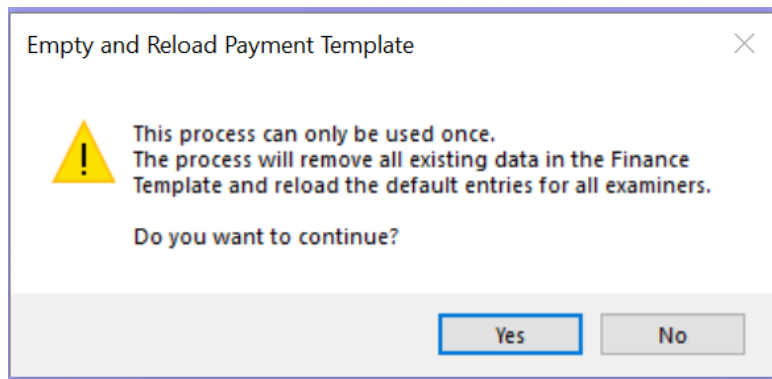
5.1.5 VAT Settings

This window is used to enter in Examiners Payment Settings i.e Payment Date and VAT Rate Setting



5.2 Preload Payment Templates

This is used to remove all existing data in the Finance Template and load default entries for all examiners. Click on Preload Payment Templates under the Finance menu. The window below opens:

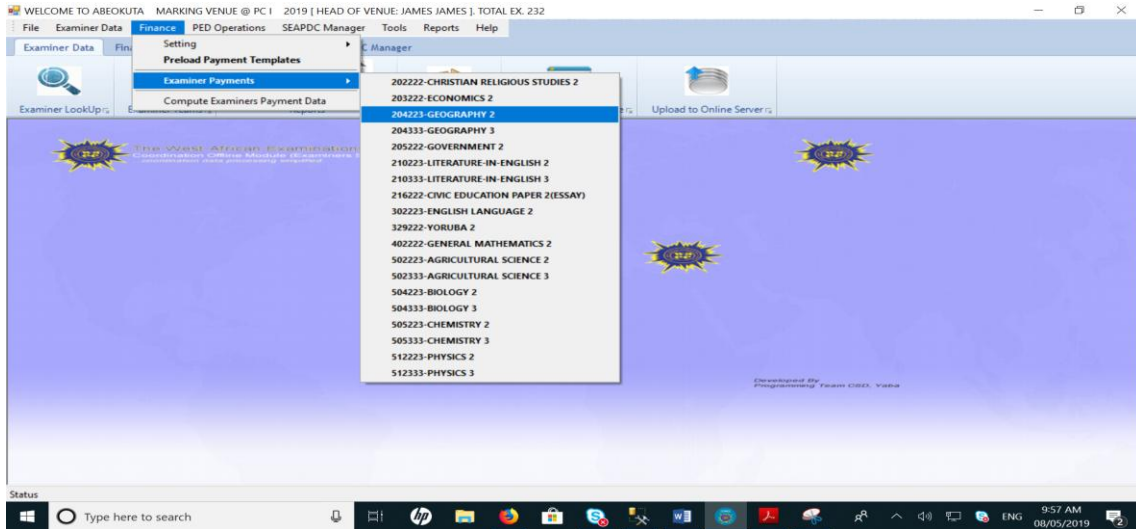


Click Yes to continue.

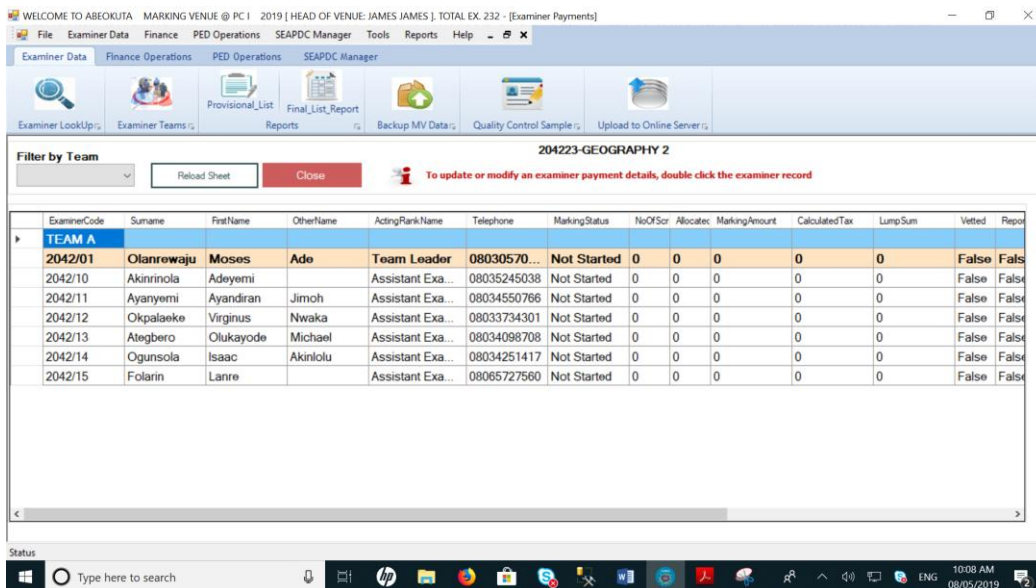
5.3 Examiner Payments

This is used to enter in examiner details like marking status, bank details etc. to determine if an examiner should be paid or not.

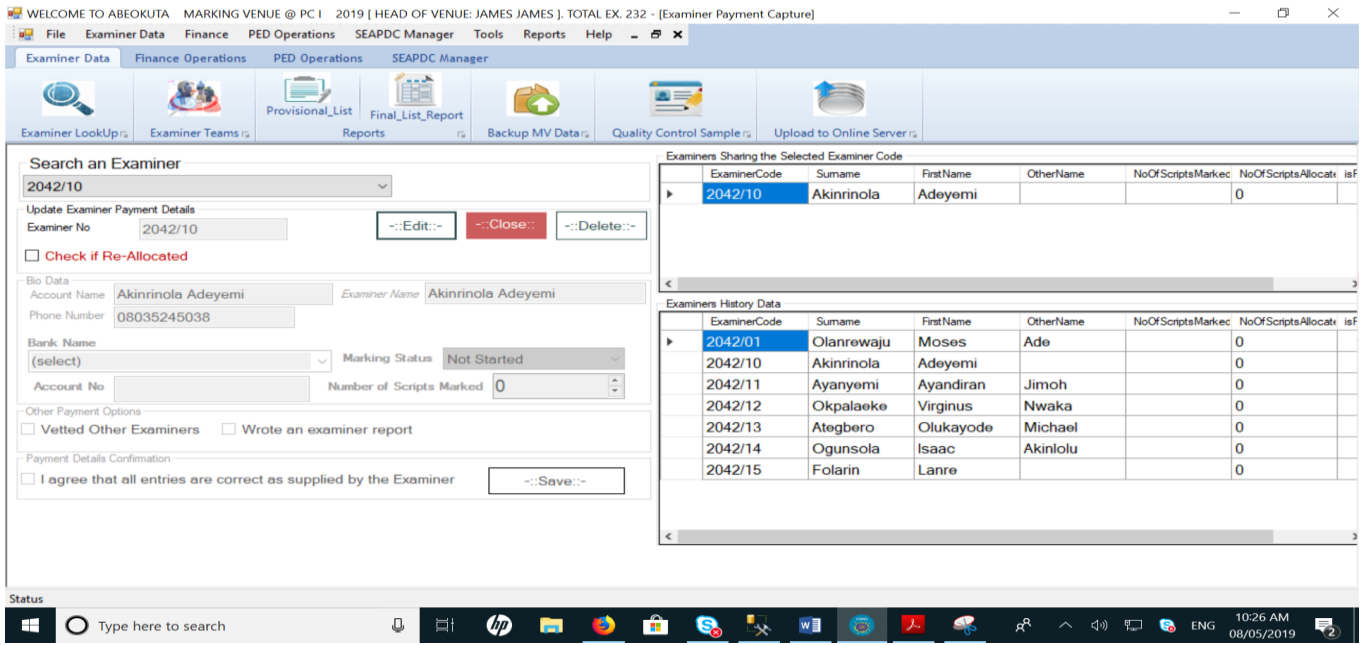
The examiners are grouped by the subjects they are marking. To view details, Click on Examiner Payments under Finance and double click on a subject.



The examiners marking the subject are displayed in a window as shown below.



Double click on an examiner to enter in payment details



Click on the edit button to update/modify payment details, marking status, no of scripts marked etc.

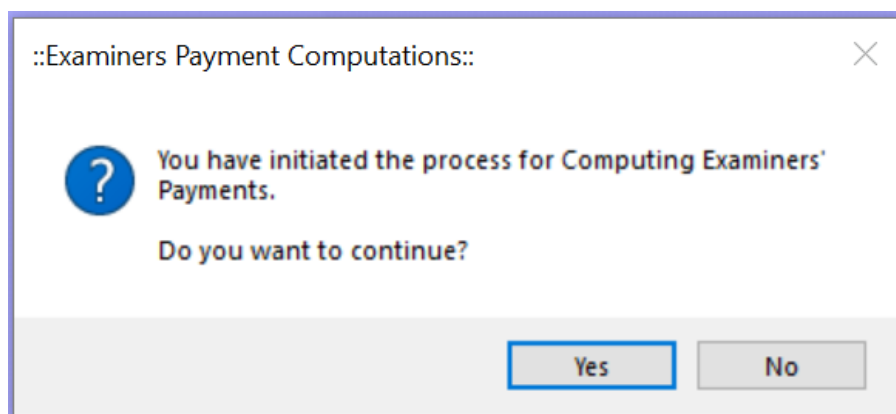
Once all details have been updated, check the box “I agree that all entries are correct as supplied by the Examiner”, click on ‘Save’ and then click on ‘Close’.

5.4 Compute Examiners’ Payments

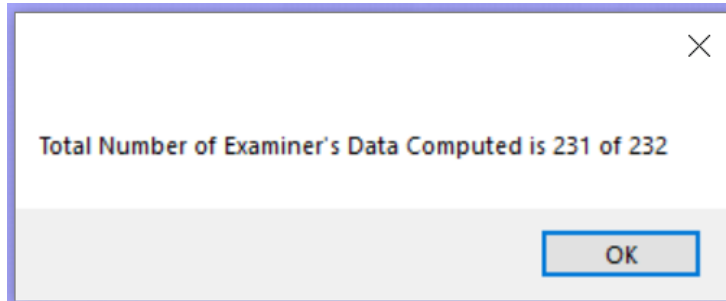
This module is used to compute examiners’ payments.

Click on Compute Examiners Payment Data under the Finance menu.

The window below pops up



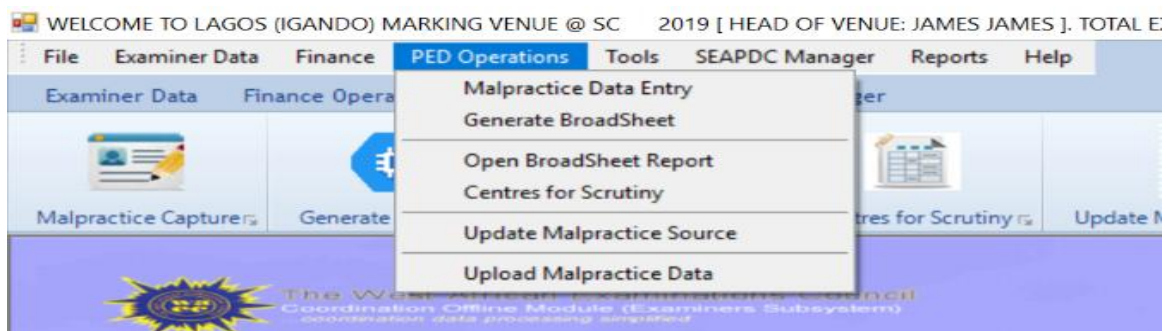
Click on Yes to Continue. When completed, the total number of examiners data computed is displayed in a window as shown below:



Only Examiners whose number of scripts marked have been confirmed will be computed.

5.5 PED Operations

This section is used by the Malpractice Officer to capture related malpractice detail at the Marking venue. See the menu representation below:



Six items are specified on the Malpractice Officer menu:

- i. Malpractice Data Entry
- ii. Generate Broadsheet
- iii. Open Broadsheet Report
- iv. Centres for Scrutiny
- v. Update Malpractice Source
- vi. Upload Malpractice Data

5.5.2 Malpractice Data Entry

Malpractice Data Entry: This option is the data collection stage of the malpractice stage.

i. Click Malpractice Data Entry. This opens the screen below:

WELCOME TO LAGOS (IGANDO) MARKING VENUE @ SC 2019 [HEAD OF VENUE: JAMES JAMES], TOTAL EX. 911 - [SC 2019 @ LAGOS (IGANDO)]

File Examiner Data PED Operations Tools SEAPDC Manager Reports Help

Malpractice Capture Generate Broadsheet Broadsheet Report Centres for Scrutiny Update Malpractice Source Upload Malpractice Data

Centre Info: Paper
(select) (select)

Close

Add Malpractice Details
Malpractice Type (select malpractice description) Search
 From To Cand Lower Cand Upper Add to Grid Click to Add
Description

New Records not yet Saved

Centre No	Paper Code	Malpractice Code	Lower CandNo	From	To	Upper CandNo
*						

Confirm Grid Records and click Submit Grid button
 I agree that all entries in the grid are correct Save Data

Search By
Search View Centre and Paper
 View Centre, Paper, Malp Co
(you can search by Centre No, Paper Code or Malp Code)
Centre No: 4010110, PaperCode: 104

CentreNumbe	PaperCode	CandidateMa	CandidateLow
-------------	-----------	-------------	--------------

Delete Existing
Click the record you want to delete on the grid, and Click the Delete button Delete Delete Search

Status
Type here to search hp ENG 7:38 AM 18/06/2019



Note that Malpractice data is collected on Centre, Paper, Malpractice Description basis.

ii. Select the Centre Number and Paper

WELCOME TO LAGOS (IGANDO) MARKING VENUE @ SC 2019 [HEAD OF VENUE: JAMES JAMES], TOTAL EX. 911 - [SC 2019 @ LAGOS (IGANDO)]

File Examiner Data PED Operations Tools SEAPDC Manager Reports Help

Malpractice Capture Generate Broadsheet Broadsheet Report Centres for Scrutiny Update Malpractice Source Upload Malpractice Data

Centre Info: Paper
4010110-GIRLS' HIGH SCHOOL, ABA 203222-ECONOMICS 2

Close

[Centre: 4010110-GIRLS' HIGH SCHOOL, ABA]
[Paper Code: 203222]

Add Malpractice Details
Malpractice Type (select malpractice description) Search
 From To Cand Lower Cand Upper Add to Grid Click to Add
Description

New Records not yet Saved

Centre No	Paper Code	Malpractice Code	Lower CandNo	From	To	Upper CandNo
*						

Confirm Grid Records and click Submit Grid button
 I agree that all entries in the grid are correct Save Data

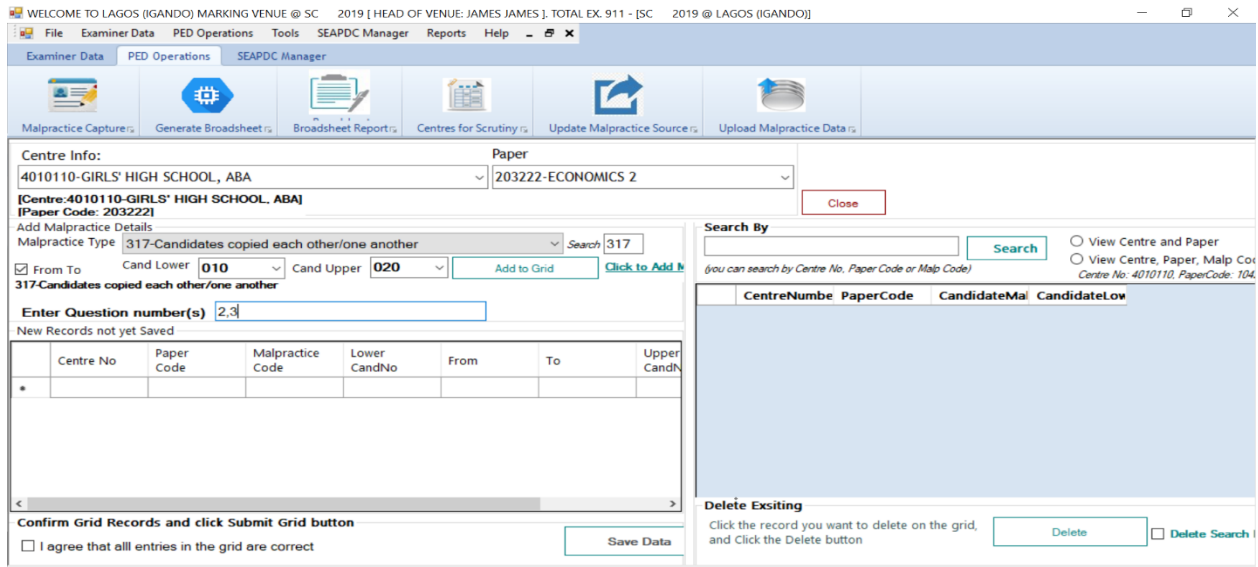
Search By
Search View Centre and Paper
 View Centre, Paper, Malp Co
(you can search by Centre No, Paper Code or Malp Code)
Centre No: 4010110, PaperCode: 104

CentreNumbe	PaperCode	CandidateMa	CandidateLow
-------------	-----------	-------------	--------------

Delete Existing
Click the record you want to delete on the grid, and Click the Delete button Delete Delete Search

Status
Type here to search hp ENG 7:55 AM 18/06/2019

iii. Select the Malpractice Type (Code and Description)

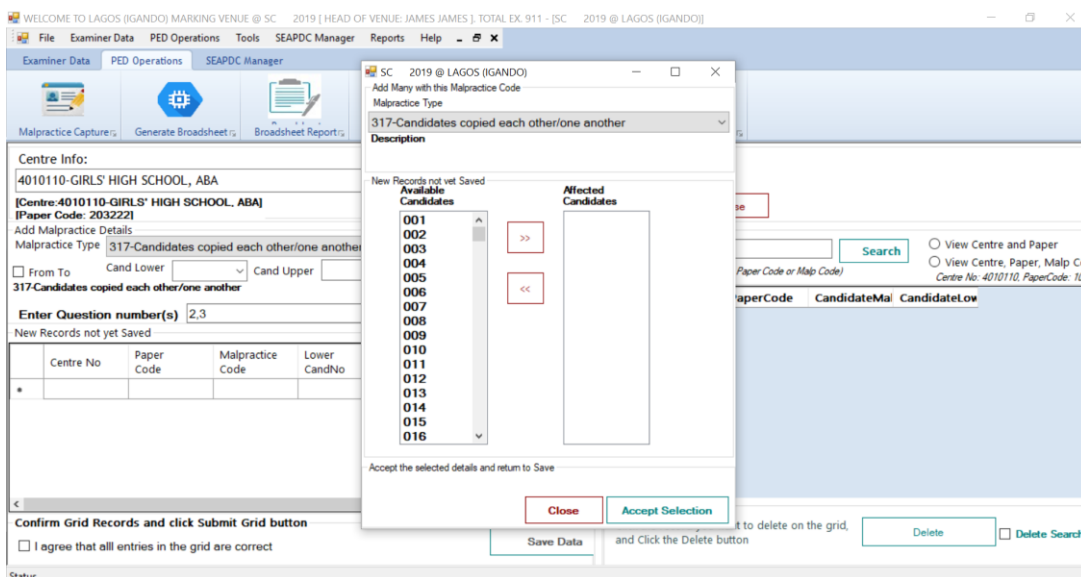


iii. If the candidates are in a serial order, click on From To checkbox and select Cand Lower and Cand Upper and Click on Add to Grid button.

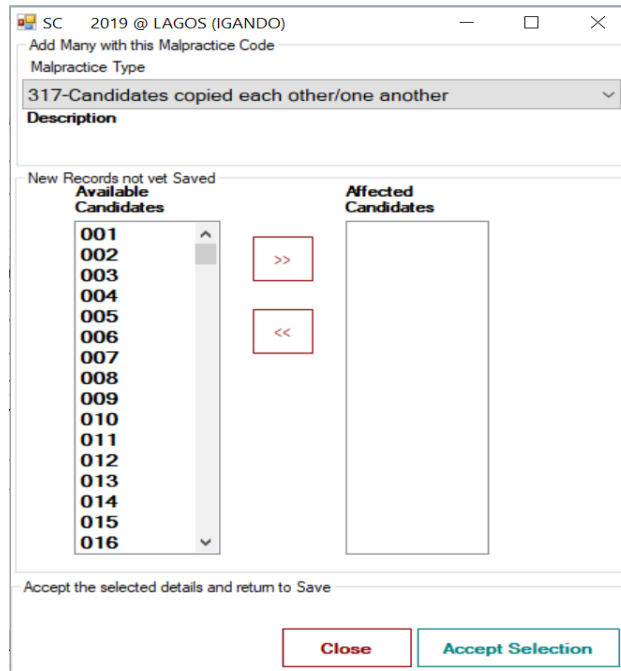


*Note that for copy cases and other related cases, you would be required to enter the Questions numbers the cases were reported.
To delete any record in the grid, select the record and press Delete key*

If the candidate numbers are not serialized, click on Click to Add Many blue link. This opens the screen below:

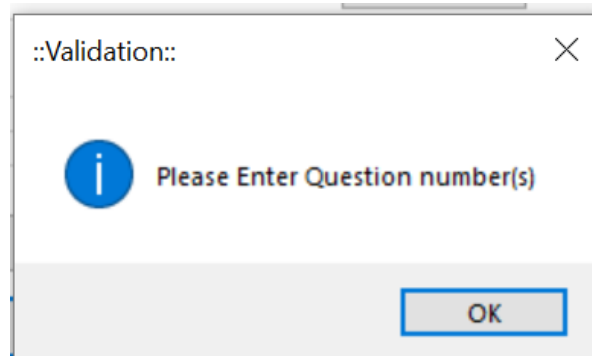


Click on the Candidate Indexes, select the affected candidates and click the left arrow button.

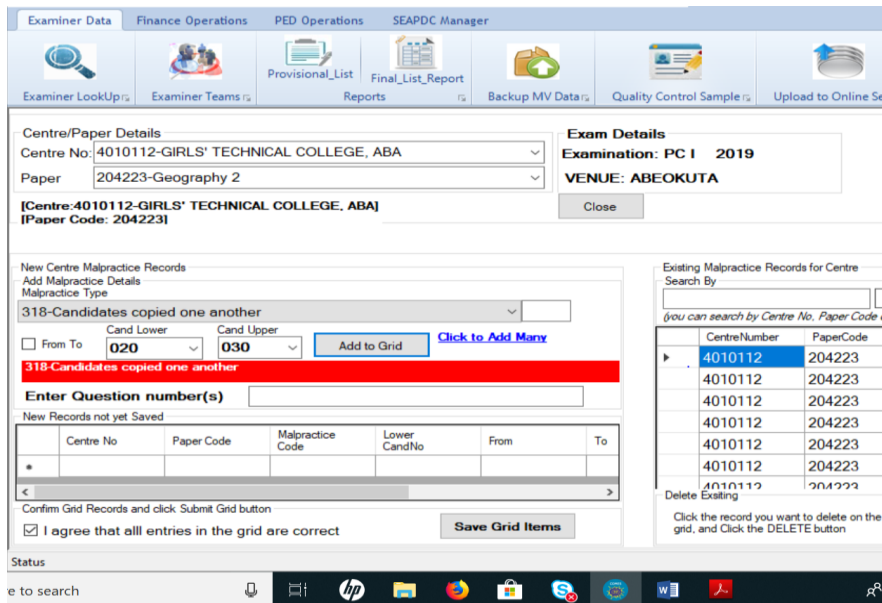


To remove a candidate in the Affected Candidates list, double click the candidate index or click on the Index and click the right arrow button

- vii. Click on Accept Selection button to add to the Grid in the previous screen.
- viii. If any of the copy cases is selected and the officer had not provided the related question numbers, the system will prompt the user to supply the question number(s) as shown below:



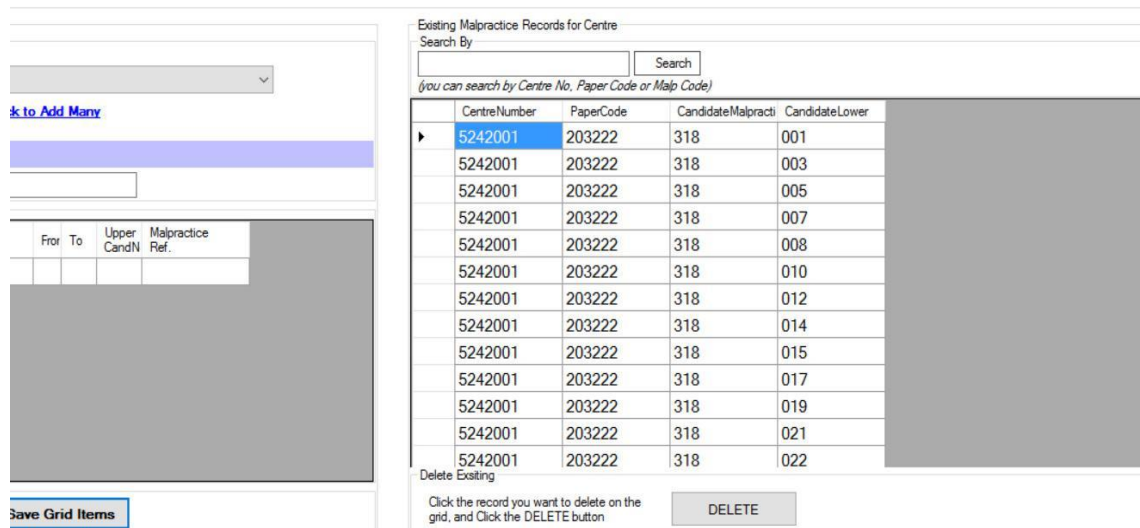
Enter the required prompt and click the OK button or Cancel button to decline.



- ix. Click on the “I agree that all entries in the grid are correct” checkbox at the bottom of the page.
- x. Click on the Save Grid Items button.



You can view list of saved malpractice records for each centre number and paper in the right side grid of the window.



- xi. Repeat the steps for each Centre number, Paper and Malpractice code collected.

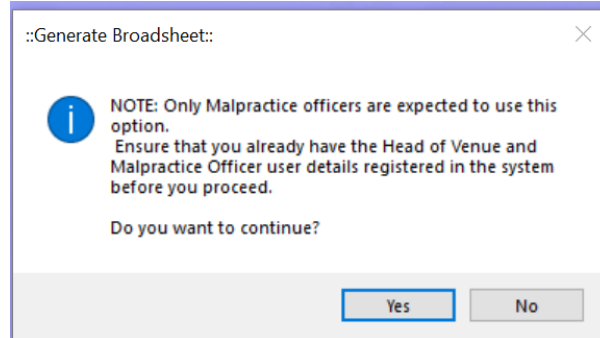


You can delete any record made in error by clicking on the record and Clicking on the Delete button.

5.5.3. Generate Broadsheet:

This selection will generate the broadsheet for all collected malpractice and order the details on Rule, Centre basis etc.

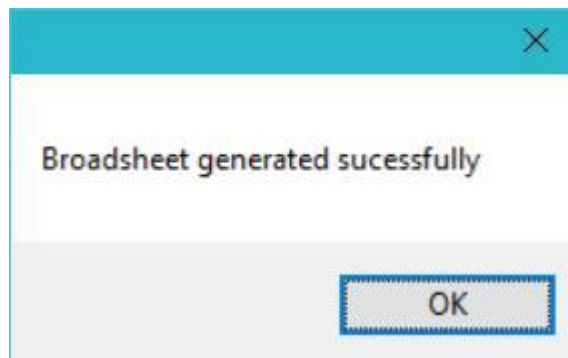
- i. Click the Generate Broadsheet item on the menu. This opens the dialog below:



Ensure you have registered your Malpractice Officer details. If this has not been done, you will not be able to generate the broadsheet for malpractice collected.

To register the Malpractice Officer details:

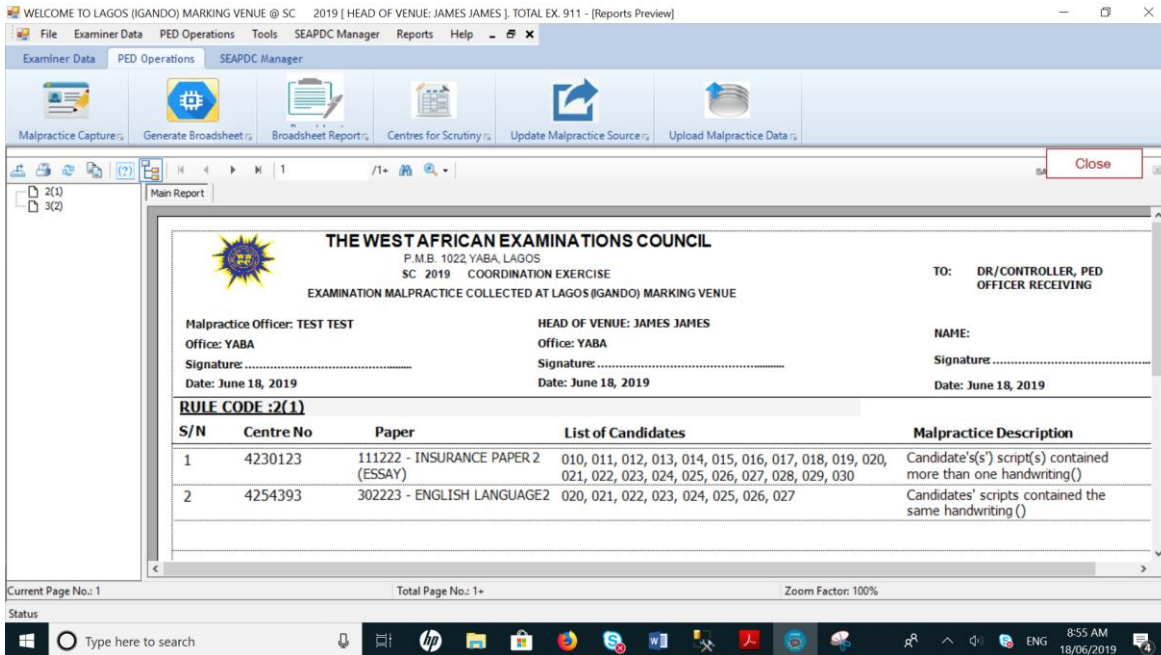
- Click on File
 - Click on Register User/Staff
 - Select the Malpractice Officer option in front of the Role combo box
 - Fill in all the details of the Malpractice Officer
 - Assign a username and password for login
- ii. To continue, click on the Yes button. The generation process completes and displays the information below:



- iii. Click OK to continue

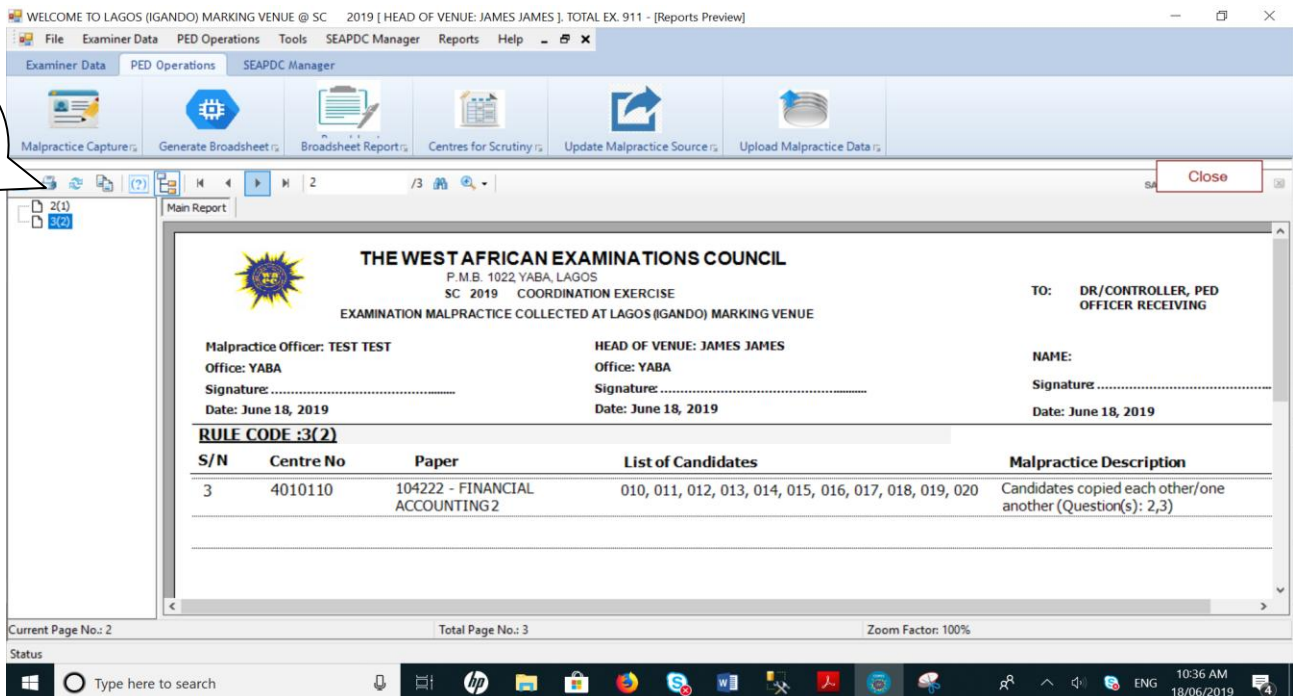
5.5.4.3 Open Broadsheet Report:

This option when selected will display the broadsheet for all the malpractice data collected in the marking venue. See the copy below:



The broadsheets are categorized based on the rules. All Centres whose malpractice description fall under the same rule are grouped together. E.g. In the figure above, the first page (Page1) displays all centres that fall under Rule Code: 2(1).

Print Broad Sheet



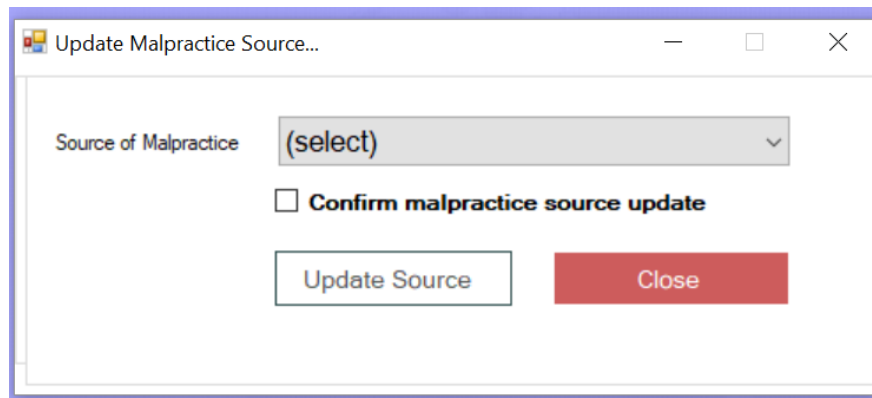
The next page (Page 2) displays all centres that fall under Rule Code: 3(2). In the left pane of the above screen, the no of rules captured are displayed.

You can print the broadsheet when you click on the icon at the upper left side of the screen.

(*See section 7.1.2 To Print the Report)

5.5.4.4 Updating Malpractice Source

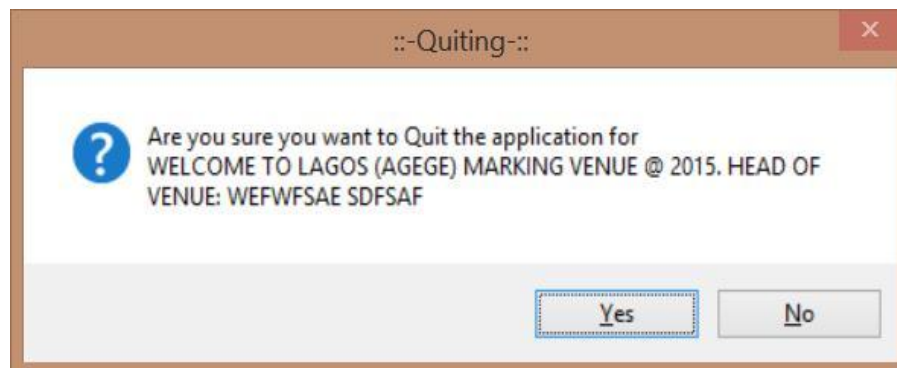
To update the Malpractice Source, Click on



Exiting the application:

To exit the application:

- i. Click the File menu OR Click the upper left hand close button
- ii. Click the Exit item in the menu. This opens the message below:



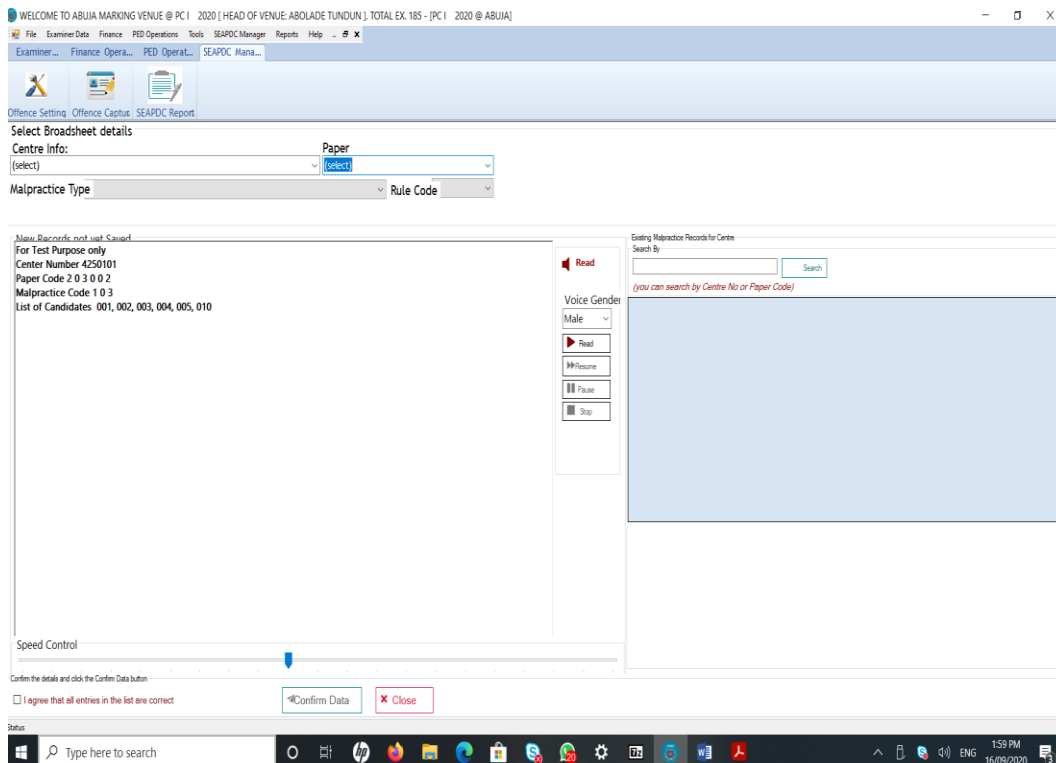
- iii. Click on the Yes button to end the application.

5.5.5 READING BROADSHEET DATA

To read broadsheet data,

- Click on PED Operations on the menu bar
- Click on Read Broadsheet Data

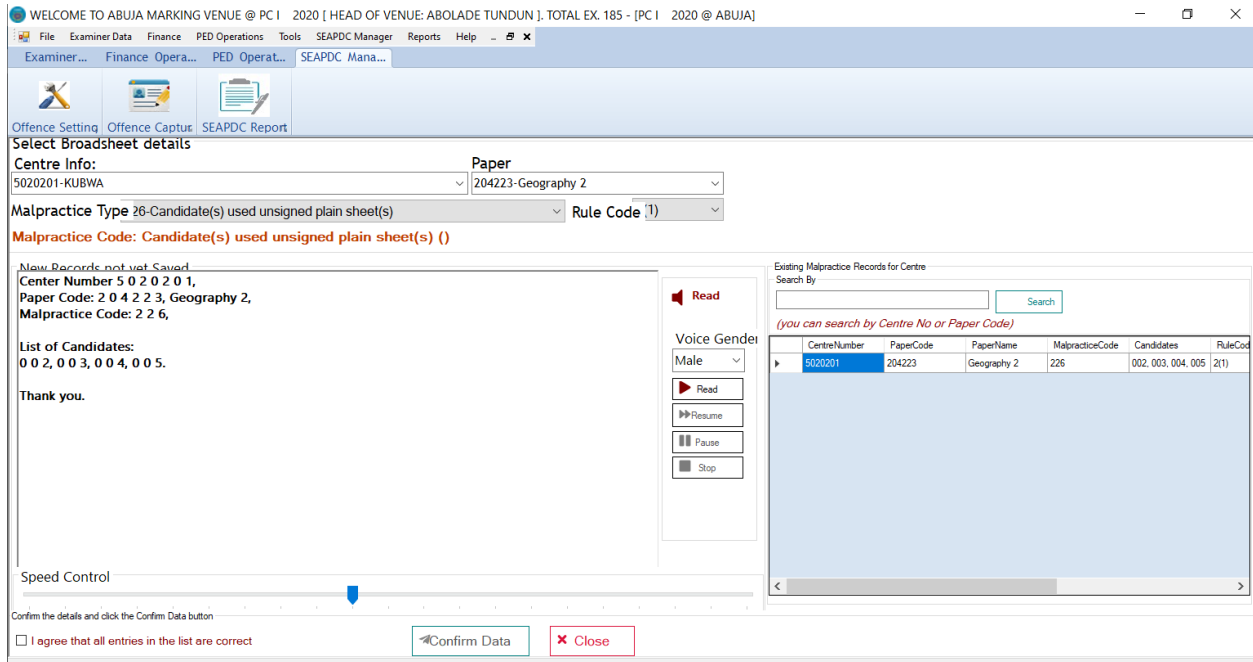
the window below opens:



- Select a centre by clicking on the drop down arrow under Centre Info
- Select a paper by clicking on the drop down arrow under Paper
- Select Malpractice Type
- Select Rule Code

The details are displayed in the window below

- Select preferred gender
- Click on Read



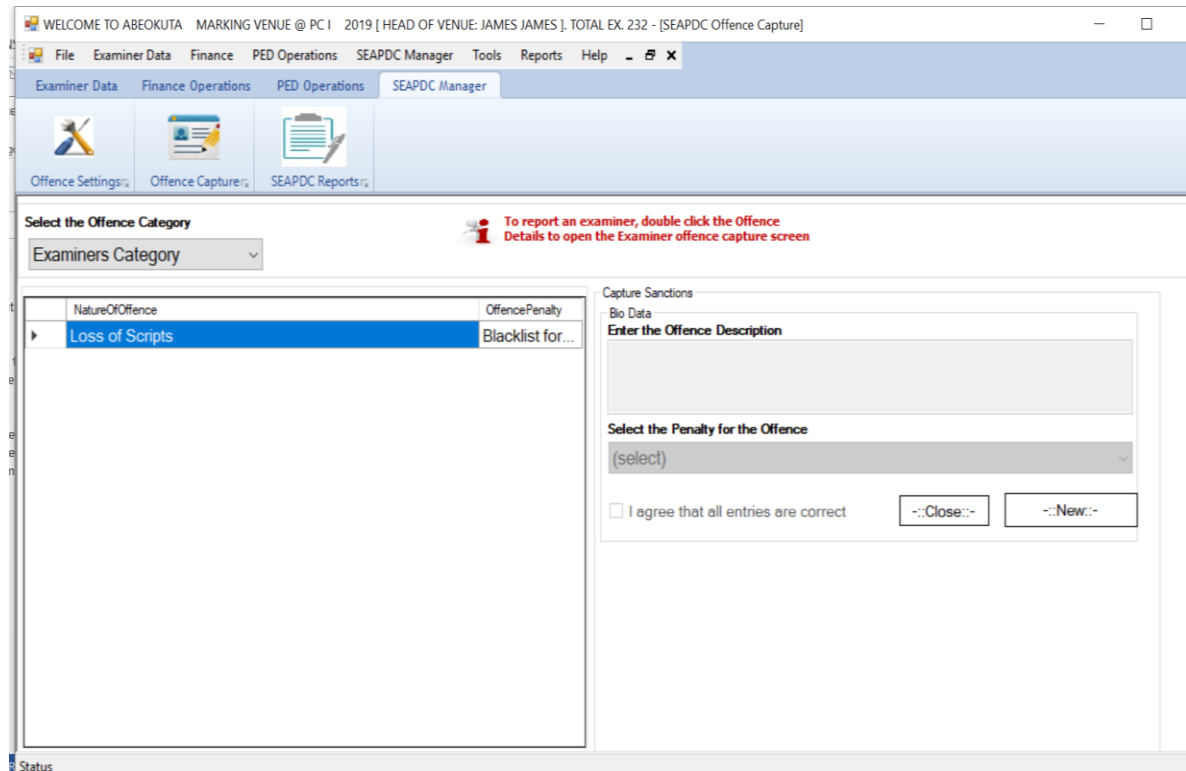
5.6 SEAPDC Manager

This is used to capture offences committed by Examiners and Staff during the Coordination and Marking Exercise.

5.6.1 Offence Settings

- i. Select Offence Category
- ii. Enter the Offence description
- iii. Select the penalty for the Offence
- iv. Check the box “I agree that all entries are correct” and Click on Submit

The nature of offence and offence penalty is displayed at the left hand side of the window.



5.6.2 Offence Capture

- i. Select Offence Category
- ii. Select Paper
- iii. Double Click on Nature of Offence
- iv. Select Examiner Code
- v. Select Name of Reporting Officer
- vi. Check the box “I agree that all entries are correct” and Click on Save

TOOLS MENU OPERATIONS

This menu provides listings for export of final list, database initialization and restore of previously backed up data.

6.1 BackUp and Export Of Final List Data

This operation when completed will create a physical secured file in the system for further transfer to Examiner Records Section, Yaba Office.



This operation can only be used when the final list is ready and certified by the Head of venue.

To perform this operation:

- i. Click the Tools menu
- ii. Click Export Final List Data option. This opens the screen below:

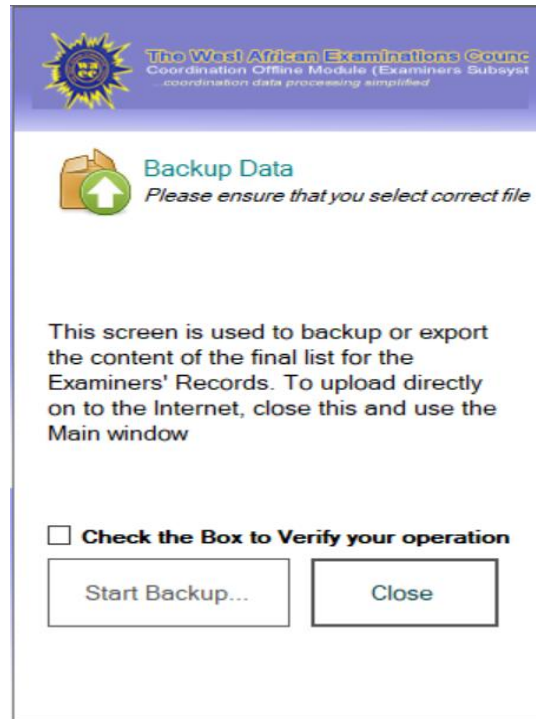
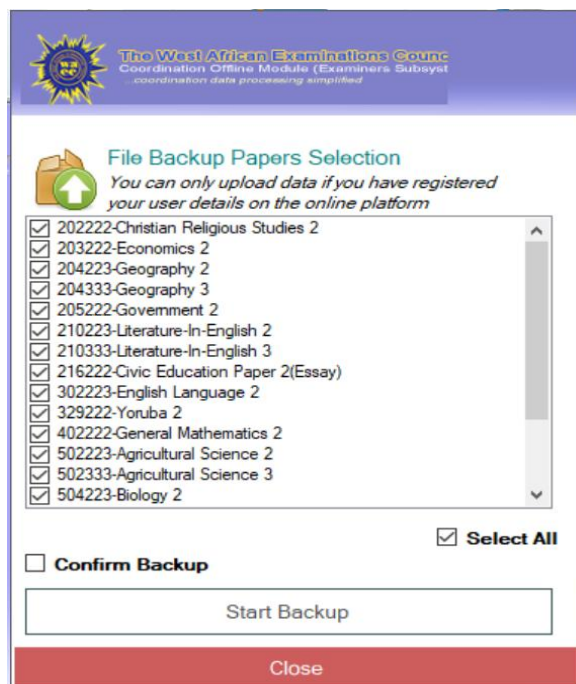
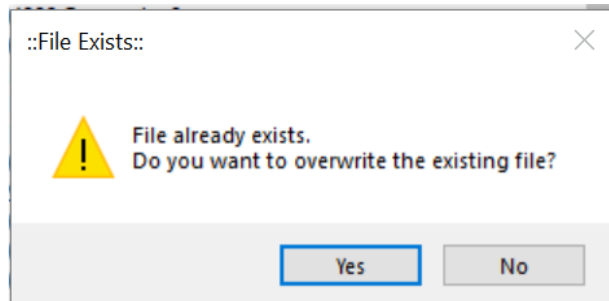


Figure 6a

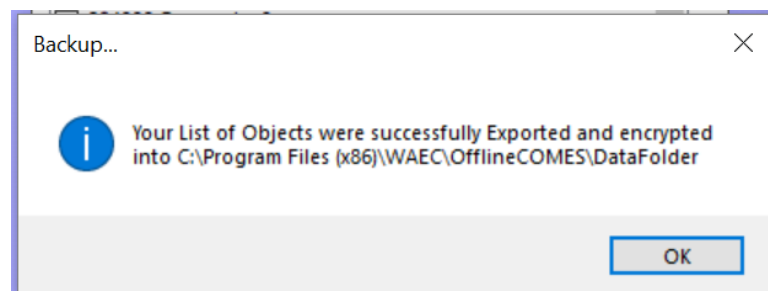


- iii. Check the specified box *Check the Box to ...*
- iv. Click Start Backup button. The screen below opens:

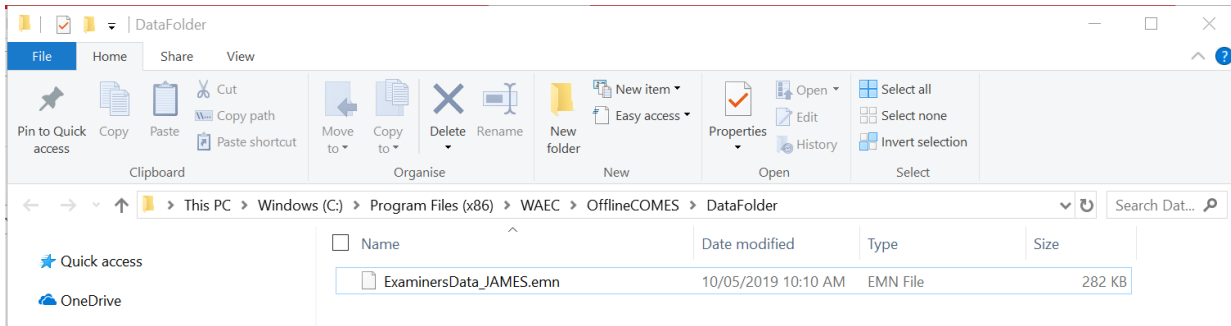
- v. Select subjects to be uploaded and check Confirm Backup.
- vi. Click on Start Backup
- vii. the application backs up all required final list and related data to a physical file within the Data folder.
- viii. If the file already exists, you could see the message below:



- ix. If you click No button, the backup process will be canceled, but if you click Yes button, the backup process will complete with the message below:



- x. Once the OK button is clicked, the process will open the location where the file was saved on as shown below:



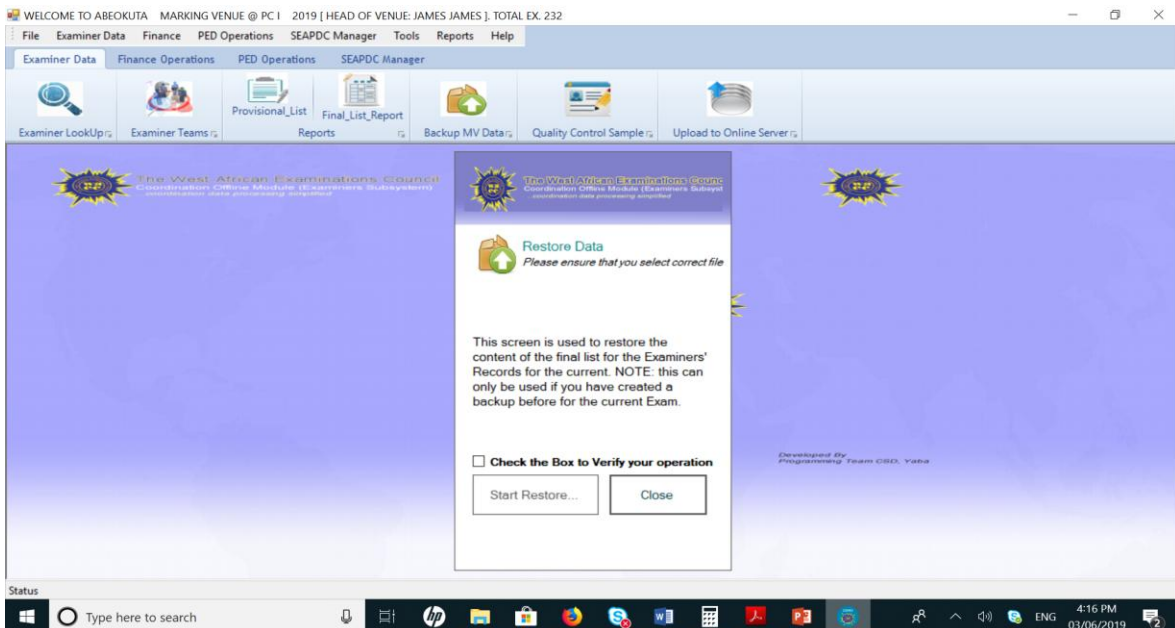
- xi. Close the window and return to the application page. You can copy the file to the CD to be sent to Yaba Office or use an internet service (if available) to upload directly to the internet.

6.12 Data Restore From BackUp

This operation will locate the previously backed up file and restore the data present on it for the Marking Venue

- i. Click the Tools menu
- ii. Click Restore from current Exam backup item
- iii. Check the box to verify
- iv. Click the Start Restore button.

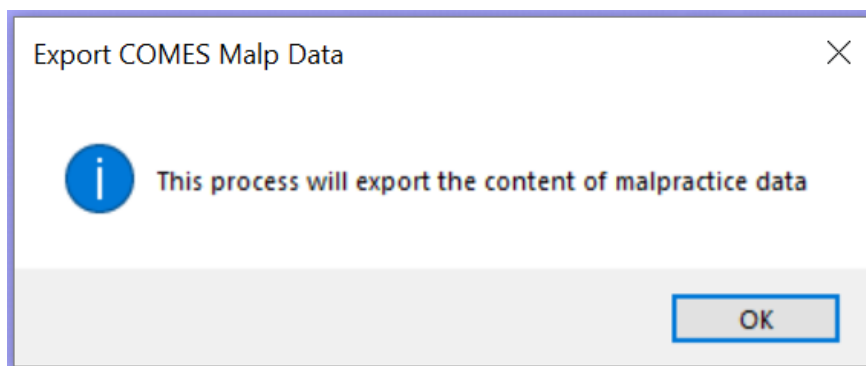
The process must complete before you close the screen



6.2 Export Malpractice Data

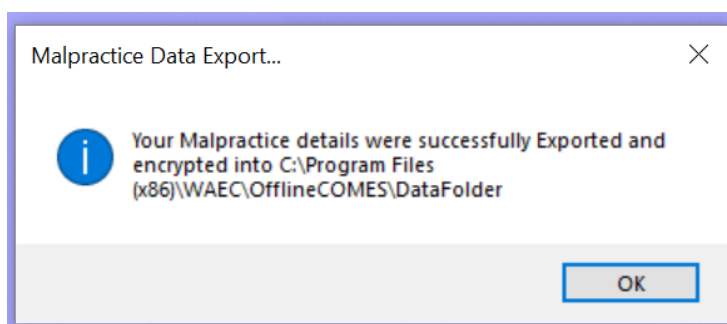
This is used to export all data captured for reporting of malpractice.

(i) Under the Tools menu, Click on Export Malpractice Data



(ii) Click Ok

(iii) The malpractice data is exported and saved in a location on the system.



iii. Once the OK button is clicked, the process will open the location where the file was saved.

6.3 Reset Marking Venue Database

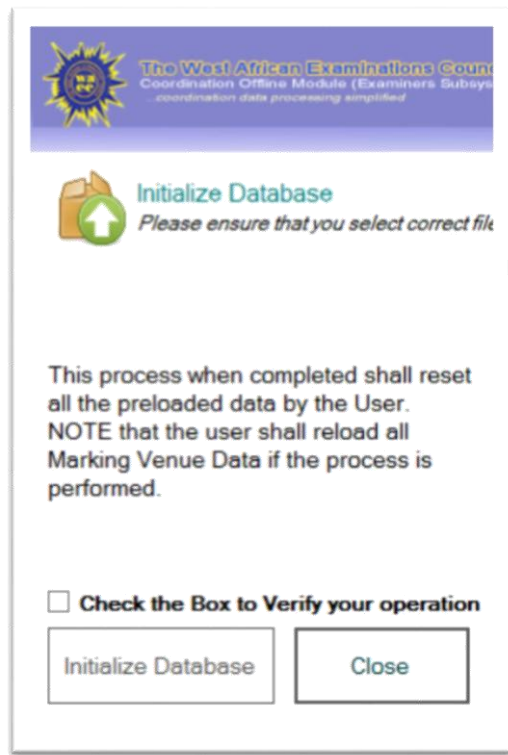
This operation when completed deletes all previous record for the Marking venue whether they have been updated or not and prepares the user to reset the Marking Venue and its data.



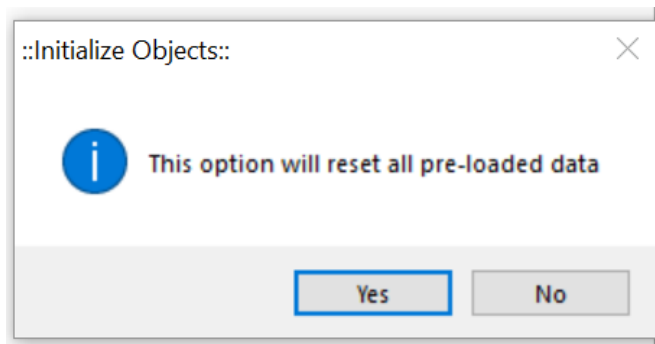
This operation can only be used when the user has made a mistake of setting up a different marking venue data aside the required marking venue.

To perform this operation:

- i. Click the Tools menu
- ii. Click the Reset Marking Venue option. This opens the screen below:



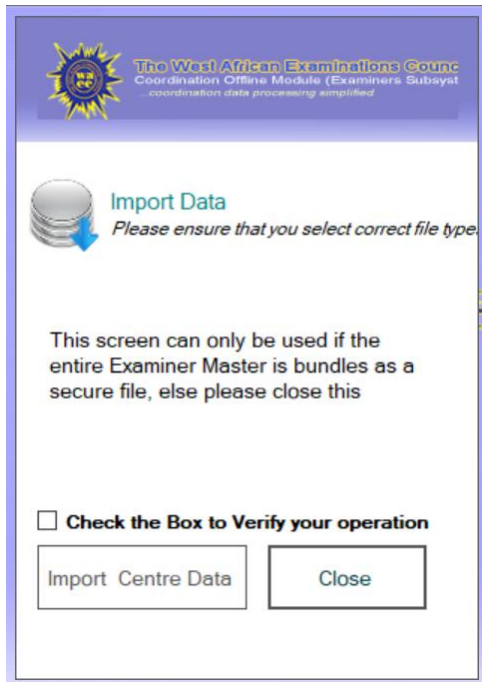
- iii. Check the box *Check the Box to verify*
- iv. Click the Initialize Database button. This displays the message below:



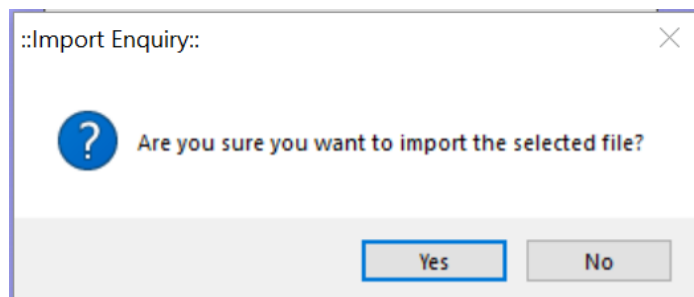
- v. Click the Yes button to continue or the No button to decline. If the Yes button is clicked, all pre-loaded data will be removed. For setup steps, refer to the Setup section of this document.
- vi.

6.4 Import Centres

(i) To import Centres, Click on Tools – Import Centres. The following screen is displayed:



(ii) Check the box 'Check the Box to Verify your operation' and Click 'Import Centre Data'. Find where the centrefile is located and doubleclick it. A window opens as shown below:



(iii) Click Yes to import Centres.

6.5 Upload To Online Server

This is the final stage in the user operations at the marking venue. This operation transfers a backup copy of the marking venue data with the malpractice data (if any) to the National Office Server.



You must ensure that you have an internet connection on the user computer

To start the restore process

- i. Click the *Tools* menu
- ii. Click *Upload to Online Server* item. This opens the screen:

The West African Examinations Council
Coordination Offline Module (Examiners Subsystem)
coordination data processing simplified

Upload Data
Please select the category of the upload

This feature is used to upload Final List and Other files for the marking venue. Please select the upload file type

Entire Final List Data

Quality Control Sample Data

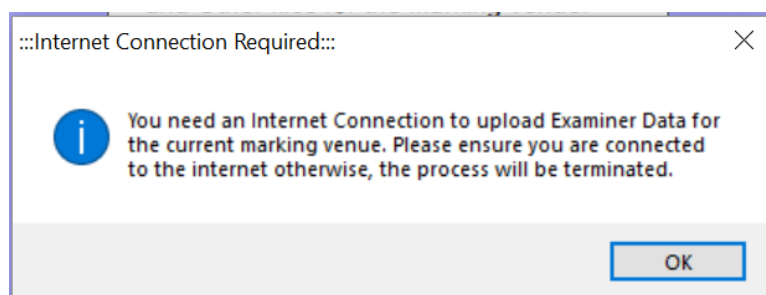
Check the Box to Verify your operation

Continue Close

- iii. Select the data to be uploaded (either the Quality Control Sample Data or the Entire Final List Data of the Marking Venue).

ix. **Final List Data**

- Click the Check Box to verify the operation
- Click on Continue
- A window opens as shown below:



- Click on the OK button to open the screen below for confirmation of the upload process and final upload of the marking venue data.

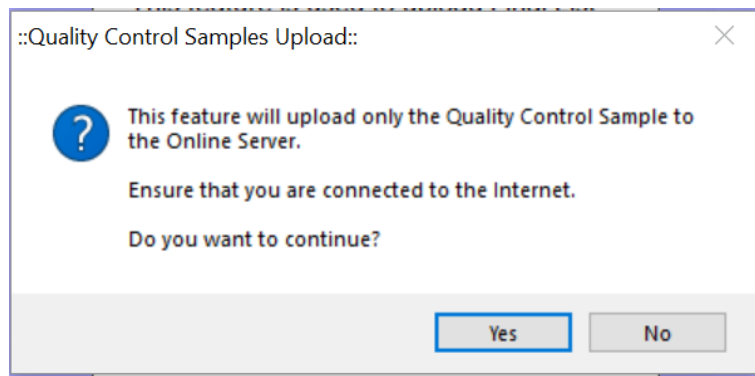
- Select the papers to be uploaded by clicking on the specific papers or click on Select All, If all the papers displayed are to be uploaded to the Server.
- Check the box to confirm data upload and then click on Upload to Server.



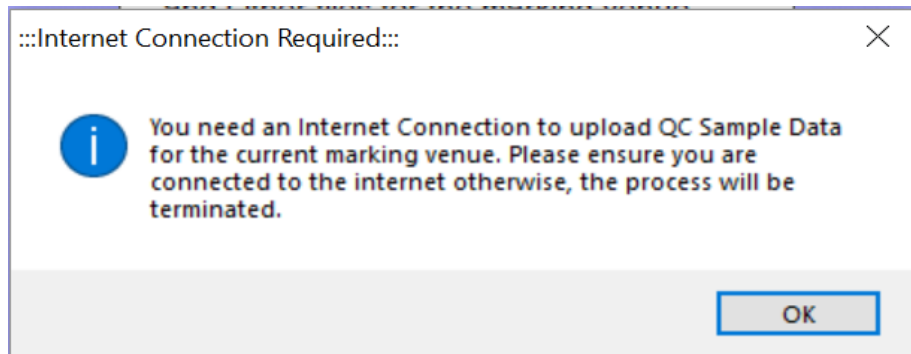
You must ensure that you have completed all amendments and the Head of Venue has certified the details before you perform the above step.

iv. Quality Control Sample Data

- Click the Check Box to verify the operation
- Click on Continue
- A window opens as shown below:



Click Yes to continue. The window below opens:



Click on the OK button to open the screen below for confirmation of the upload process and final upload of the Quality Control Sample Data.

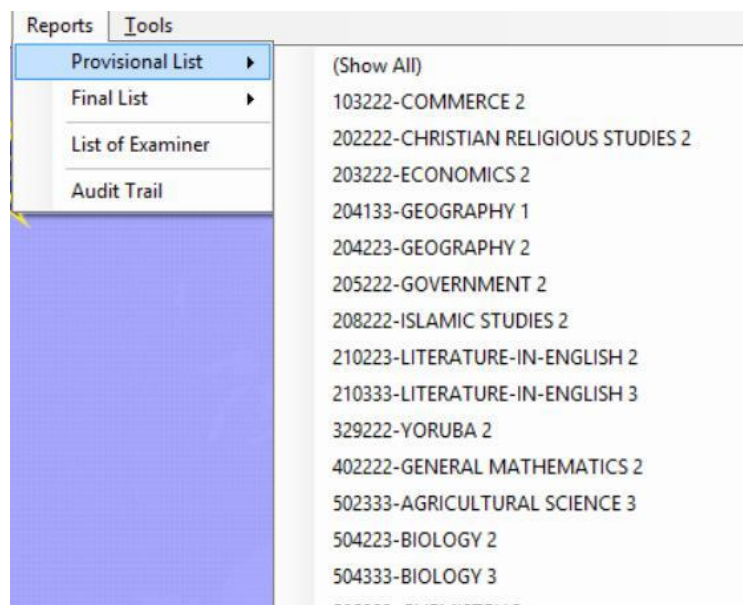
7.0 REPORT MENU OPERATIONS

This menu listing is used to give the user access to preview and print available reports in the system.

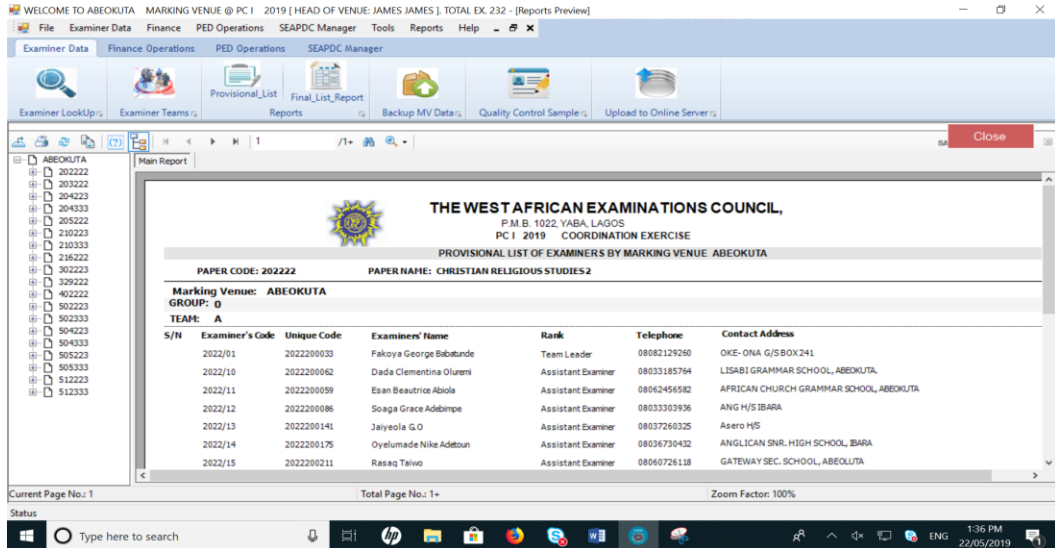
7.1 Provisional Examiner Reports: This report provides the report of the original data sent to marking venues from Examiners Records Section of the Yaba office as shortlisted.

7.1.1 *To display this report:*

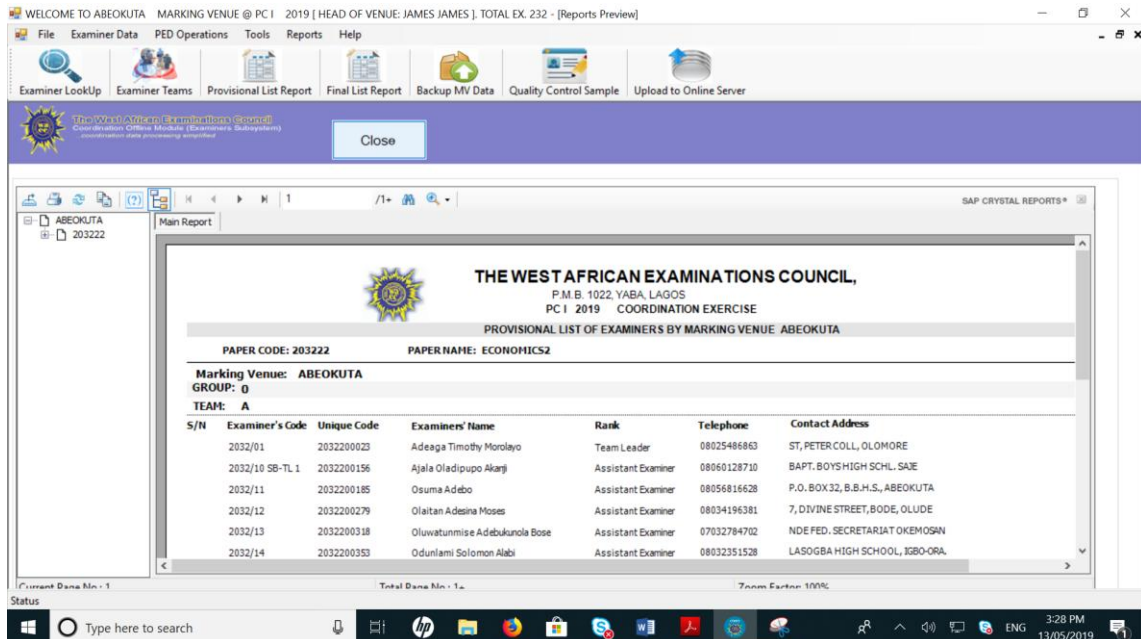
Click Report menu and point at Provisional List. This opens the sub menu listing below:



- ii. Click (Show All) option to display all the reports at a time, OR click a Subject option. When (Show All) is clicked, this open the report screen below:



- iii. When a single subject report option is clicked, it displays as shown below.



The report preview is the same for both reports.



Notice the difference in the report display. The Show All report will display a grouping of all the subjects in the left side of the window. Notice the extract of the figure below.

iv. To show the preview for a paper, click the paper code in the grouping (at the left side of the window)

WELCOME TO ABEOKUTA MARKING VENUE @ PC I 2019 [HEAD OF VENUE: JAMES JAMES], TOTAL EX. 232 - [Reports Preview]

File Examiner Data PED Operations Tools Reports Help

Examiner LookUp Examiner Teams Provisional List Report Final List Report Backup MV Data Quality Control Sample Upload to Online Server

The West African Examinations Council
Coordination Office Module (Examiners' Subsystem)
Close

THE WEST AFRICAN EXAMINATIONS COUNCIL,
P.M.B. 1022, YABA, LAGOS
PC I 2019 COORDINATION EXERCISE
PROVISIONAL LIST OF EXAMINERS BY MARKING VENUE ABEOKUTA

PAPER CODE: 202222 PAPER NAME: CHRISTIAN RELIGIOUS STUDIES2

Marking Venue: ABEOKUTA
GROUP: 0
TEAM: A

S/N	Examiner's Code	Unique Code	Examiners' Name	Rank	Telephone	Contact Address
	2022/01	2022200033	Fakoya George Babatunde	Team Leader	08082129260	OKE- ONA G/S BOX 241
	2022/10	2022200062	Dada Clementina Oluremi	Assistant Examiner	08033185764	LISABI GRAMMAR SCHOOL, ABEOKUTA.
	2022/11	2022200059	Esan Beautrice Abiola	Assistant Examiner	08062456582	AFRICAN CHURCH GRAMMAR SCHOOL, ABEOKUTA
	2022/12	2022200086	Soaga Grace Adebinpe	Assistant Examiner	08033303936	ANG H/S IBARA
	2022/13	2022200141	Jaiyeola G.O	Assistant Examiner	08037260325	Asero H/S
	2022/14	2022200175	Oyelumade Nike Adetoun	Assistant Examiner	08036730432	ANGLICAN SNR. HIGH SCHOOL, IBARA

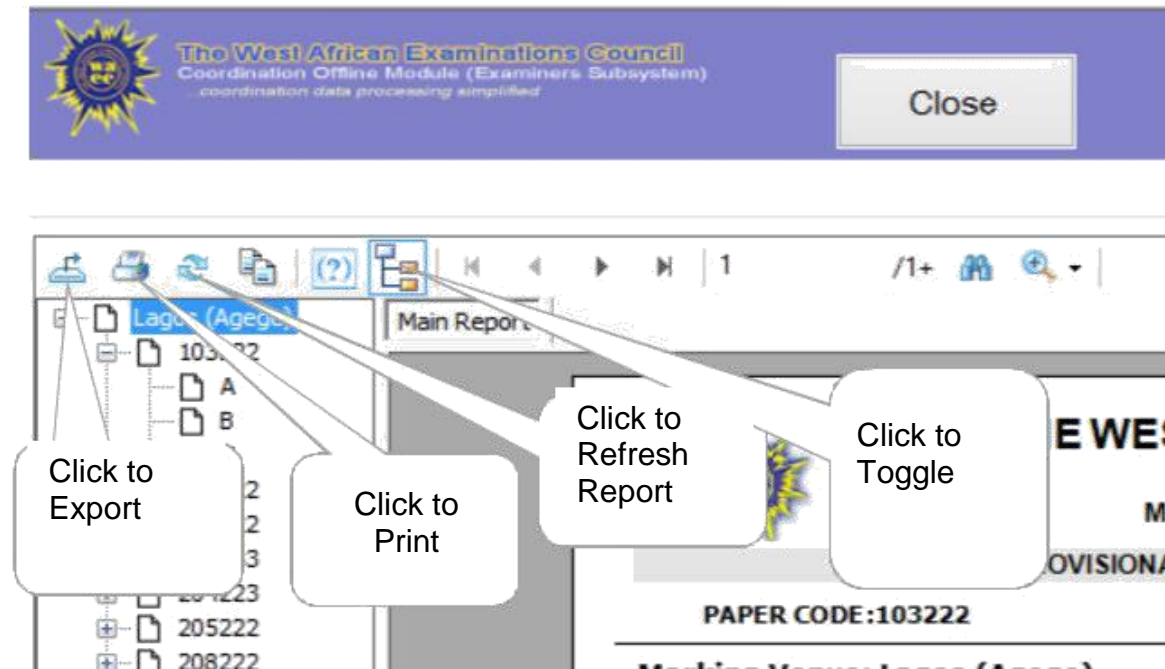
Current Date Min: 1 Total Date Min: 1a Team Export: 100%


Type here to search hp ENG 3:49 PM 13/05/2019

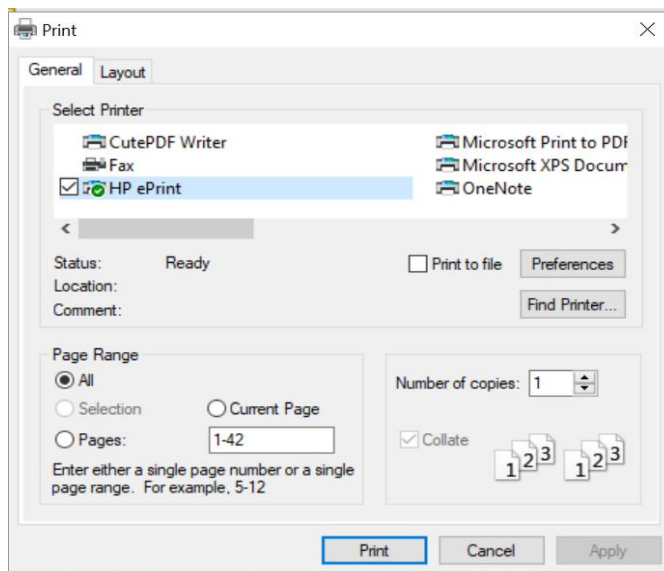
iv. You can click the *Close* button at any time

7.1.2 To Print the Report

See the shortcut icons within the report preview show in figure below:



Click the Print icon  as described above. This opens the dialog box below:



- ii. Select the printer you wish to print to and select/define other parameter (example Number of copies, Pages, etc)
- iii. Click the Print button or click Cancel button to decline the action



Other Report previews are Final List, Examiners Listing and Audit Trail (See the figures below)

1. FINAL LIST

WELCOME TO ABEOKUTA MARKING VENUE @ PC I 2019 [HEAD OF VENUE: JAMES JAMES], TOTAL EX. 232 - [Reports Preview]

File Examiner Data PED Operations Tools Reports Help

Examiner LookUp Examiner Teams Provisional List Report Final List Report Backup MV Data Quality Control Sample Upload to Online Server

The West African Examinations Council
Coordination Office Module (Examiners Subsystem)
Close

ABEOKUTA Main Report

THE WEST AFRICAN EXAMINATIONS COUNCIL,
P. M. B. 1022, YABA, LAGOS
PC I 2019 COORDINATION EXERCISE
FINAL LIST OF EXAMINERS BY MARKING VENUE ABEOKUTA

PAPER CODE: 202222 PAPER NAME: CHRISTIAN RELIGIOUS STUDIES 2

Marking Venue: ABEOKUTA
GROUP: 0
TEAM: A

S/N	Examiner's Code	Unique Code	Examiners' Name	Rank	Telephone	Email Address	Contact Address
1	2022/01	2022200033	Fakoya George Babatunde	Team Leader	08082129260		OKE-ONA G/S BOX 241
2	2022/10	2022200062	Dada Clementina Oluemi	Assistant Examiner	08033185764		LISABI GRAMMAR SCHOOL, ABEOKUTA.
3	2022/11	2022200059	Esan Beaurtrice Abiola	Assistant Examiner	08062456582		AFRICAN CHURCH GRAMMAR SCHOOL, ABEOKUTA
4	2022/12	2022200086	Soaga Grace Adebimpe	Assistant Examiner	08033303936		ANG H/S IBARA
5	2022/13	2022200141	Jaiyeola GO	Assistant Examiner	08037260325		Asero H/S

Current Data No. 1 Total Data No. 14 Zoom Factor: 100%

Status

Type here to search

10:56 AM 14/05/2019

2. LIST OF EXAMINERS

WELCOME TO ABEOKUTA MARKING VENUE @ PC I 2019 [HEAD OF VENUE: JAMES JAMES], TOTAL EX. 232 - [Reports Preview]

File Examiner Data PED Operations Tools Reports Help

Examiner LookUp Examiner Teams Provisional List Report Final List Report Backup MV Data Quality Control Sample Upload to Online Server

The West African Examinations Council
Coordination Office Module (Examiners Subsystem)
Close

Active Main Report

THE WEST AFRICAN EXAMINATIONS COUNCIL
P. M. B. 1022, YABA, LAGOS
EXAMINERS LIST FOR ACTIVE EXAMINERS
Printed Date: 14-May-2019

S/No	Unique Code	Examiners' Name	Paper Name	Acting Rank	MarkExp.	Telephone	Contact Address
1	2022200033	Fakoya George Babatunde	Christian Religious Studies 2	Team Leader	62	08082129260	OKE-ONA G/S BOX 241
2	2022200059	Esan Beaurtrice Abiola	Christian Religious Studies 2	Assistant Examiner	57	08062456582	AFRICAN CHURCH GRAMMAR SCHOOL, ABEOKUTA
3	2022200062	Dada Clementina Oluemi	Christian Religious Studies 2	Assistant Examiner	57	08033185764	LISABI GRAMMAR SCHOOL, ABEOKUTA.
4	2022200086	Soaga Grace Adebimpe	Christian Religious Studies 2	Assistant Examiner	53	08033303936	ANG H/S IBARA
5	2022200141	Jaiyeola GO	Christian Religious Studies 2	Assistant Examiner	45	08037260325	Asero H/S
6	2022200175	Oyelumade Nike Adebun	Christian Religious Studies 2	Assistant Examiner	44	08036730432	ANGLICAN SNR. HIGH SCHOOL, IBARA
7	2022200211	Rasaq Taiwo	Christian Religious Studies 2	Assistant Examiner	41	08060726118	GATEWAY SEC. SCHOOL, ABEOLUTA
8	2033200073	Adeaga Timothy Monlan	Christian Religious Studies 2	Team Leader	70	08076484843	ST. PETER COLL. OLOMOFE

Current Data No. 1 Total Data No. 14 Zoom Factor: 100%

Status

Type here to search

11:06 AM 14/05/2019

3. MARKING VENUE STAFF LIST

WELCOME TO ABEOKUTA MARKING VENUE @ PC | 2019 [HEAD OF VENUE: JAMES JAMES], TOTAL EX. 232 - [Reports Preview]

File Examiner Data PED Operations Tools Reports Help

Examiner LookUp Examiner Teams Provisional List Report Final List Report Backup MV Data Quality Control Sample Upload to Online Server

The West African Examinations Council
Coordination Office: Minibiti (Examiners' Subsystem)
 Administration Office: Procurement Specialist

Close

SAP CRYSTAL REPORTS*

Main Report

THE WEST AFRICAN EXAMINATIONS COUNCIL
 P.M.B. 1022, YABA, LAGOS
MARKING VENUE STAFF LIST Printed Date: 14-May-2019

S/No	Staff Name	Designation	Office	Phone	EmailAddress	RoleName
1	JAMES JAMES	PAR	YABA	08023456789	james@waec.org.ng	HEAD OF VENUE
2	NWOSU MERCY	PSI1	YABA	08098765432	nwsu@waec.org.ng.com	SECRETARY

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Status Type here to search 11:15 AM 14/05/2019

4. QUALITY CONTROL SAMPLE

WELCOME TO ABA MARKING VENUE @ SC | 2019 [HEAD OF VENUE: JAMES JAMES], TOTAL EX. 1145 - [Reports Preview]

File Examiner Data PED Operations Tools SEAPDC Manager Reports Help

Examiner Data SEAPDC Manager

Offence Settings Offence Capture SEAPDC Reports

Close

Main Report

THE WEST AFRICAN EXAMINATIONS COUNCIL
 P.M.B. 1022, YABA, LAGOS
QUALITY CONTROL SAMPLE FOR ICTD Printed Date: 18-June-2019

ABA MARKING VENUE

112222 - Marketing Paper 2(Essay)

S/No	Candidate Number	Score
1	4060604182	66
2	4061001139	33
3	4061505740	26

202222 - Christian Religious Studies2

S/No	Candidate Number	Score
1	4060261367	23

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

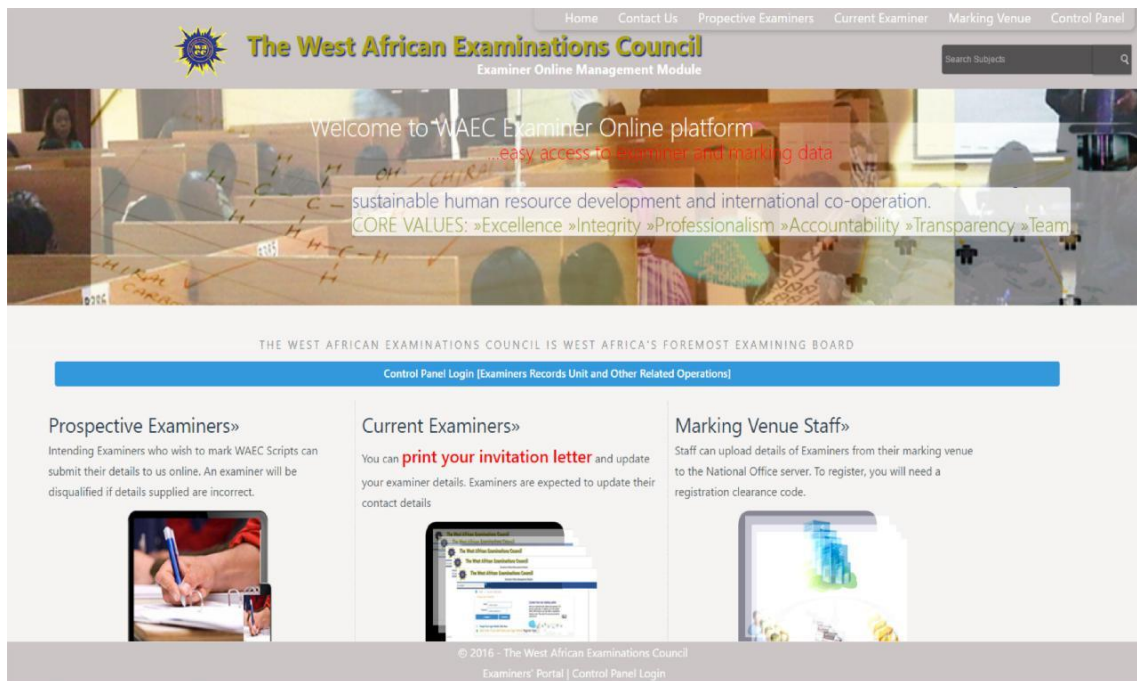
Status Type here to search 1:50 PM 18/06/2019

THE INTERNET PLATFORM

This marking venue section of the internet option is used when there is no internet service on the user computer at the marking venue. In this case, the user need to back up the entire examiner data to an external storage device, example flash drive and take to any nearby internet café.

To use the internet service to upload marking venue data

- i. Logon to <http://examiners.waecnigeria.org>
the page below will be displayed:



- ii. Click on Marking Venue Staff link



This option allows the staff to login with the required user details and continue to upload the marking venue data.

- iii. Enter the login details (Email Address and Password) and click on the Login button.

▶ Staff :: Access Verification

Provide Login Credentials

Email

Password

✉ [Forgot Your Login Details, Click Here](#)

✔ [Dear User, If you dont have your login Details Register Here](#)

THE WEST AFRICAN EXAMINATIONS COUNCIL IS

[Prospective Examiners»](#)

[Current Examiners»](#)

- iv. To register as a new user, click on the [Register Here](#) link. This will open the page below:

▶ Staff :: Registration Verification

Please Enter your Registration Code

✉ **The registration code is supplied to all officers from the National Office. Please ensure you already have a valid registration code**

Enter Registration Code

✔ [To goto Login window, Click Here](#)

- v. Enter the *Registration Code* sent to your head of venue and click the **Login** button. This will open the page below:

- vi. Fill the user/staff details and click the **Register User** button. You will also receive an email to confirm your registration.



Please ensure that you provide valid email address during the user registration process. This email can also be used to register a user on the offline platform.

If you upload from the offline application, you can also logon to the online internet web application with the same credentials.


- vii. Successful user login will display the window below:

The screenshot shows the 'Staff Home' dashboard. At the top, it says 'The West African Examinations Council Examiner Online Management Module'. Below the header, there is a navigation menu on the left with options like 'Upload MV Data', 'Search Examiners', 'Examiner Teams', 'Preview Final List', 'Export Final List', and 'Log Out'. The main content area is titled 'WELCOME TO STAFF/MARKING VENUE DASHBOARD.' and contains several sections: 'Upload MV Data' (with a green arrow icon and a button labeled 'Upload MV data'), 'Examiner Lookup' (with a globe and magnifying glass icon and a button labeled 'Search Examiner'), 'Examiner Teams' (with a group of people icon and a button labeled 'Marking Venue Teams'), 'Preview Examiners' (with a paperclip icon), 'Generate Excel File' (with a green arrow icon), and 'Modify Examiners' (with a blue arrow icon). Each section has a brief description of its function.

viii. Click [Upload MV Data](#) link to open the page below:

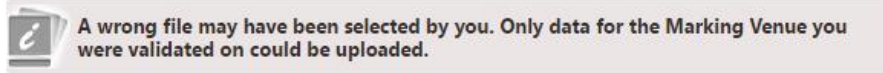
The screenshot shows the 'Marking Venue Data Upload' page. It features a header with the council's name and logo. Below the header, there is a navigation menu on the left with options like 'Upload MV Data', 'Search Examiners', 'Examiner Teams', 'Preview Final List', 'Export Final List', and 'Log Out'. The main content area is titled 'Marking Venue Data Upload' and contains a form for uploading data. The form includes a 'Choose File' button, a 'Confirm Marking Venue' dropdown menu, and a checkbox for 'Continue Processing the selected file'. There are also buttons for 'Validate and Upload Data' and 'Cancel'. At the bottom, there are links for 'Back to Home' and 'Log Out'. On the right side of the form, there is a diagram showing a globe with lines connecting to various locations, representing the marking venues.

ix. Browse to select the file you have backed up from the offline application. Confirm the Marking venue on which the data is being expected.

 *If you do not select the marking venue contained in the file, you will not be able to upload the file. You cannot upload for any other marking venue other than the marking venue on which you were validated during the user registration.*

- x. When all required fields are selected, check the **Continue Processing the selected file** checkbox and click on the **Validate and Upload Data** button

- xi. If a wrong file is selected, you will see the message as shown.



- xii. You can use the rest of the links on the user home page to see the rest of the actions available.
- xiii. Click at the upper right page to log out at any point or click on the **Log Out** link on the current page