Marks Recording and Submission

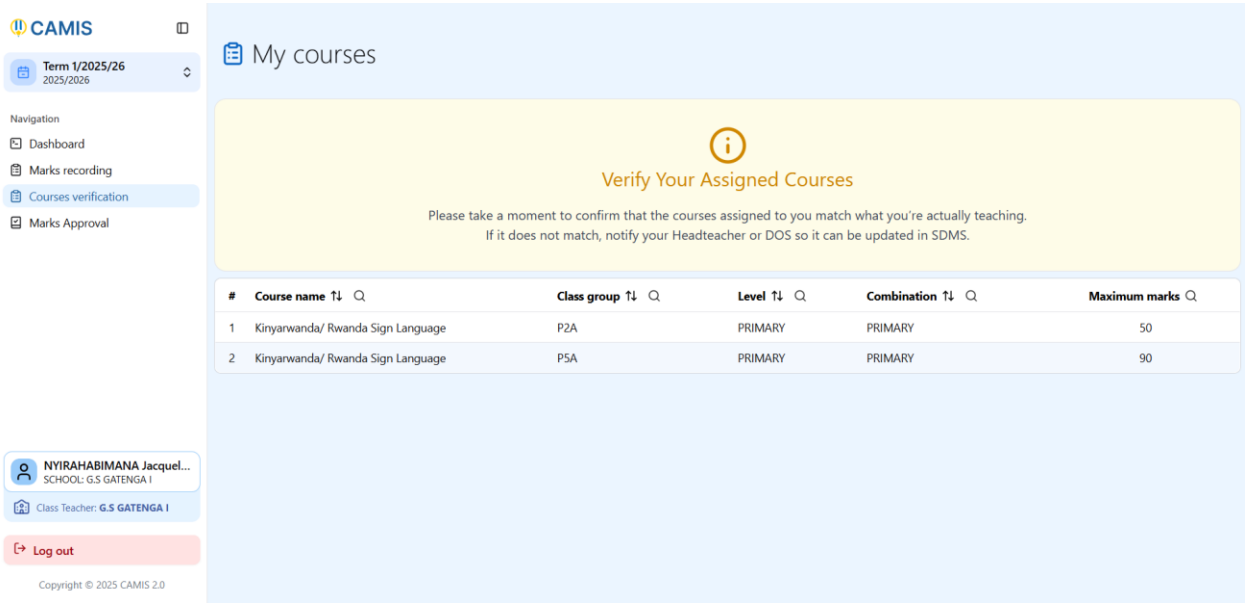
NESA NATIONAL EXAMINATION AND SCHOOL INSPECTION AUTHORITY

CAMIS 2.0 User Guide for Teachers

This document is designed to guide you through the complete process of recording student marks in CAMIS 2.0. It provides clear, step-by-step instructions to lead you from your initial login to the final submission, ensuring you can navigate the system efficiently and accurately

Step 1: Log in and Verify Courses

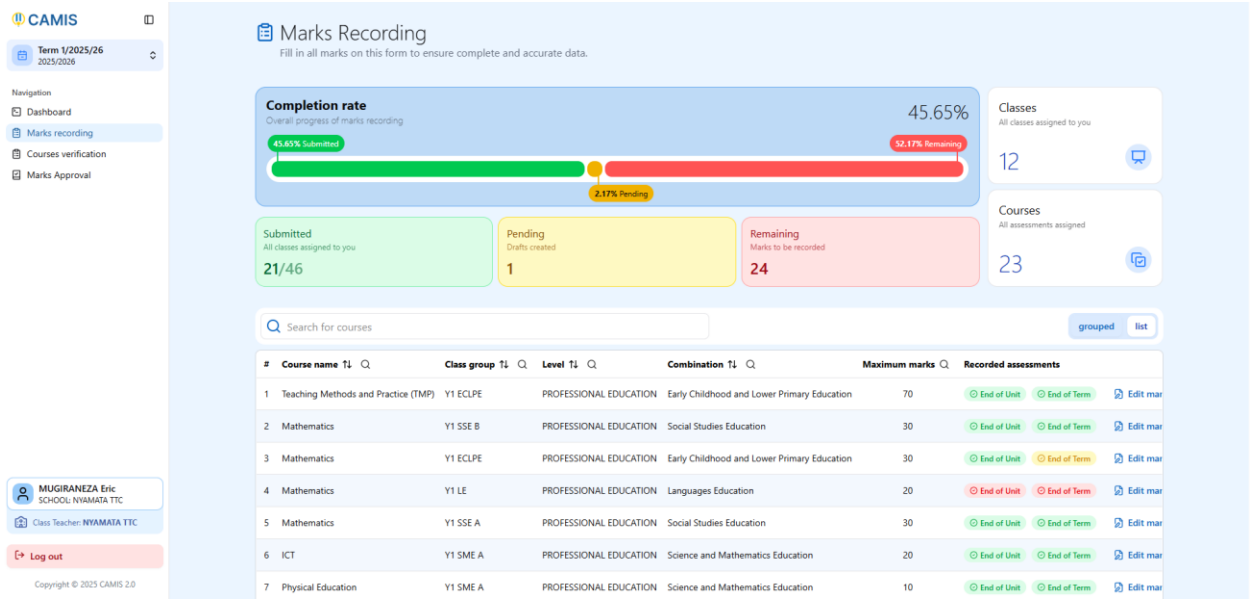
1. Log in to **https://camis.nesa.gov.rw**.
2. Click on **Courses Verification**.
3. Confirm that your assigned classes and courses are listed correctly.



4. **If you see errors:** Contact your Headteacher to modify the list in SDMS. **Refresh the page** to see the updates immediately.

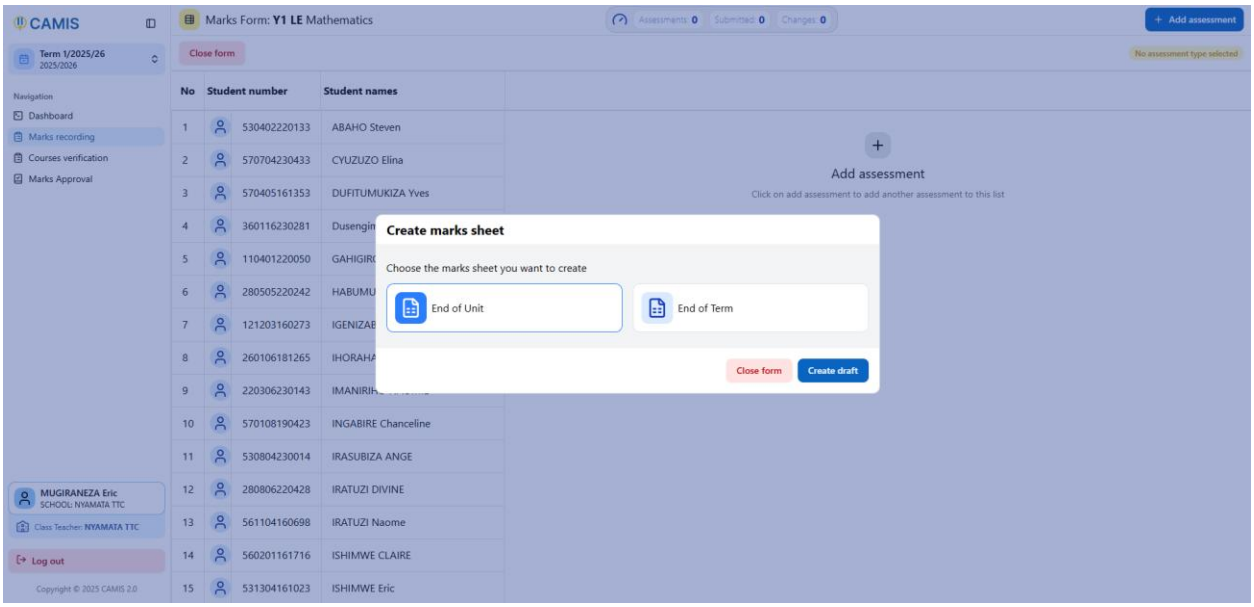
Step 2: Access the Marks Recording Dashboard

1. Click on the **Marks Recording** module.
2. The **Teacher Dashboard** will appear, displaying your progress in percentage and using color-coded statuses:
    - **Submitted (Green):** Assessments you have successfully submitted for marks verification.
    - **Pending (Yellow):** Marks recorded but waiting for final submission.
    - **Remaining (Red):** Assessments you have not yet recorded.



Step 3: Create a Marks Sheet

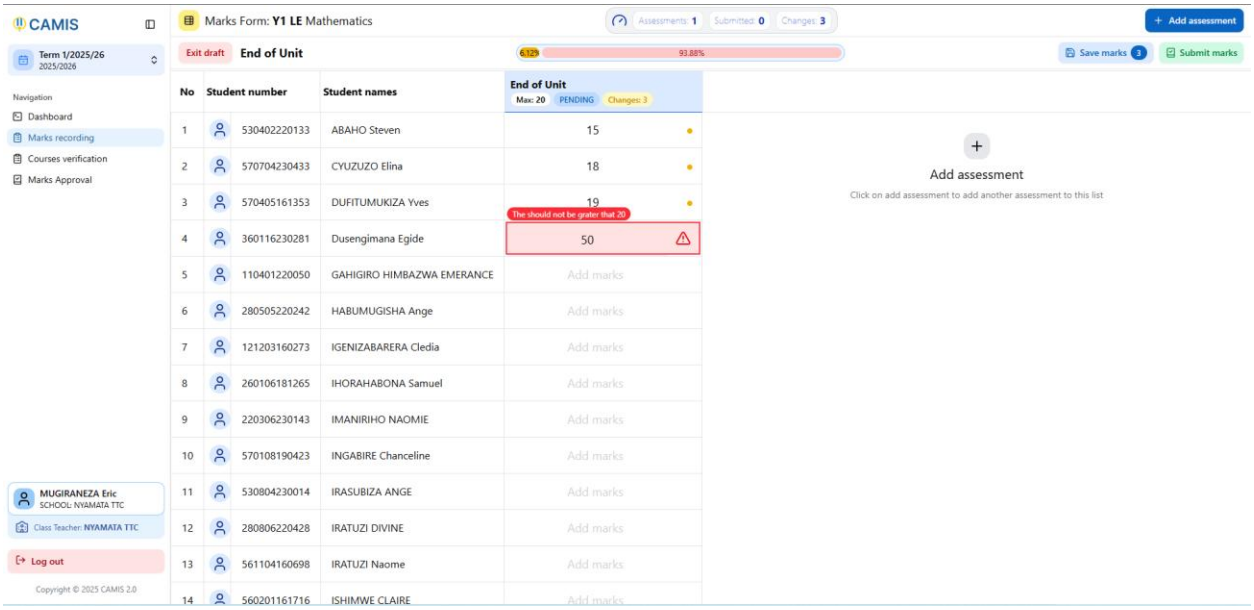
1. Locate your specific Course and Class Group and click **Edit Marks**.
2. Select the specific **Assessment** you wish to record.
3. Click the **Create Draft** button.



Note: *You must create the draft first. Once clicked, the system will display the list of students for that class.*

Step 4: Enter Student Marks

1. Enter the score in the field next to the student's name.
2. Press **Enter** on your keyboard to automatically move to the next student (you do not need to click the next box manually).

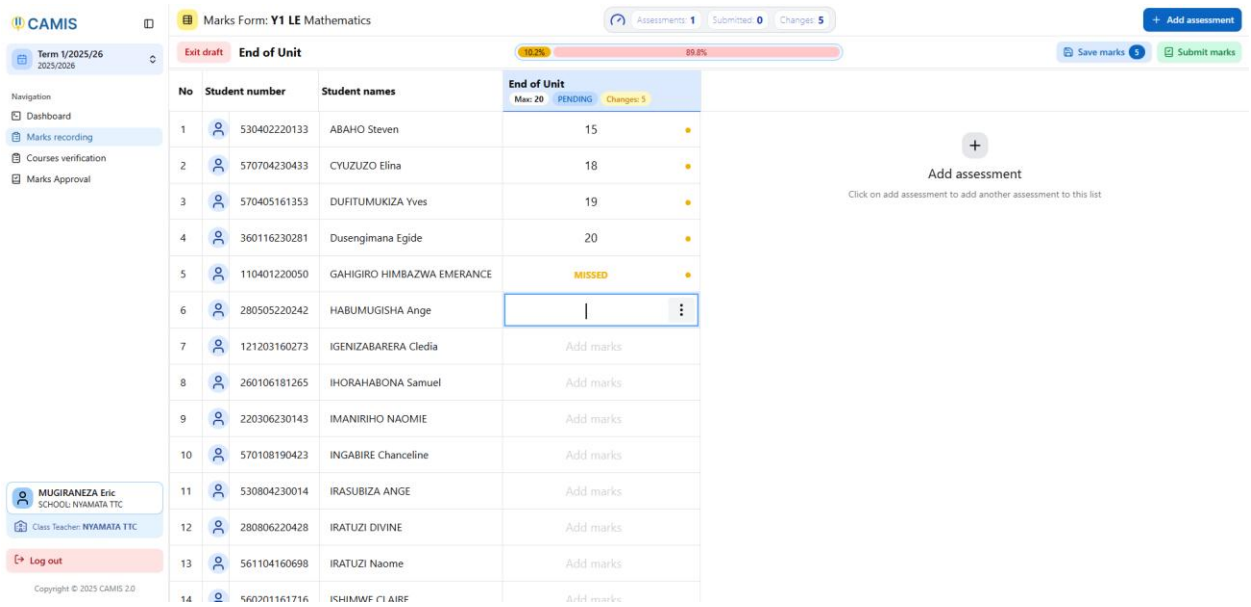


Data Validation Rules: The system ensures accuracy by rejecting invalid entries. If you enter **text**, **negative numbers**, or **scores higher than the maximum**, the box will highlight the error and display a message.

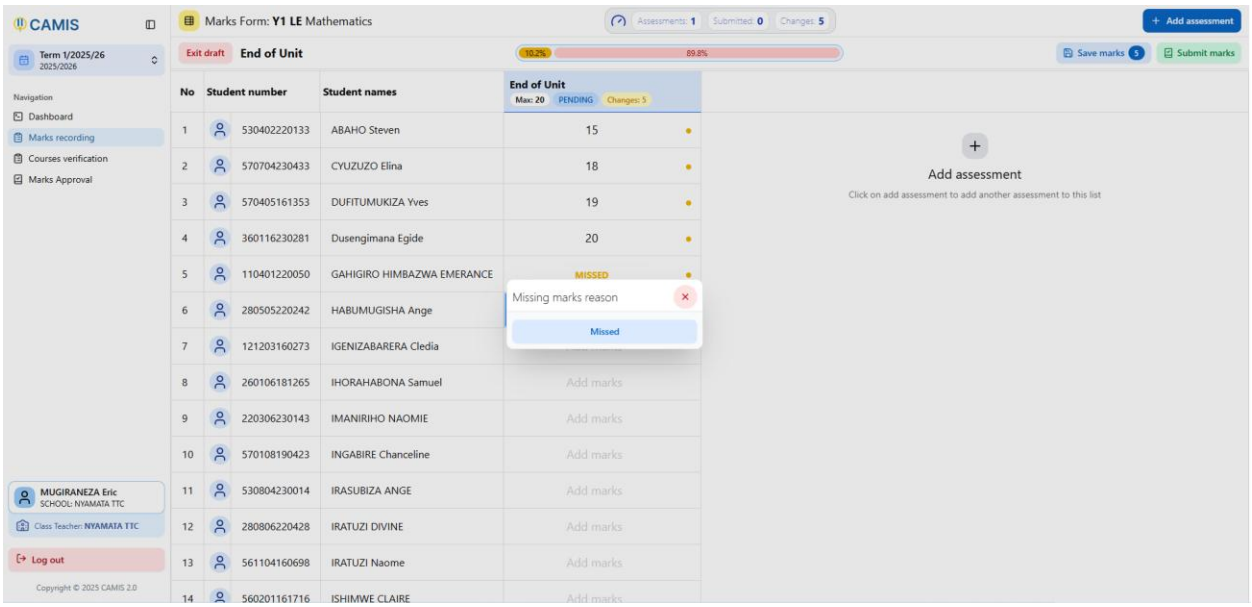
Handling Absent Students

If a student did not sit for the assessment, **do not enter "0"**. Instead

1. Click the **three dots** inside the marks box.



2. Select **Missed** from the menu options.

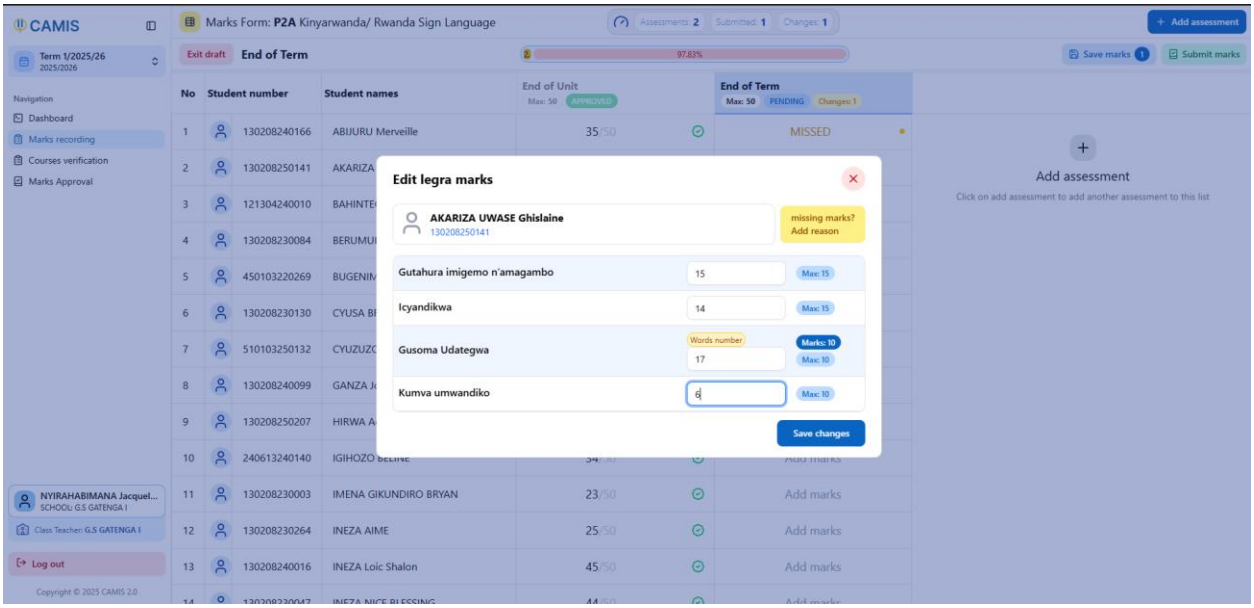


Important: Entering "0" implies the student took the test and failed. Selecting "Missed" ensures the system correctly categorizes them as absent.

Step 4a: Special Instruction for Lower Primary Kinyarwanda (End of Term)

If you are recording **End of Term** marks for **Kinyarwanda** or **Kinyarwanda Sign Language** (LEGRA), follow these specific rules:

1. **Reading Fluency (Yellow Column):**
    - Locate the subtask labeled **Words Number** (highlighted in yellow).
    - Enter the **count of words** the student read correctly.

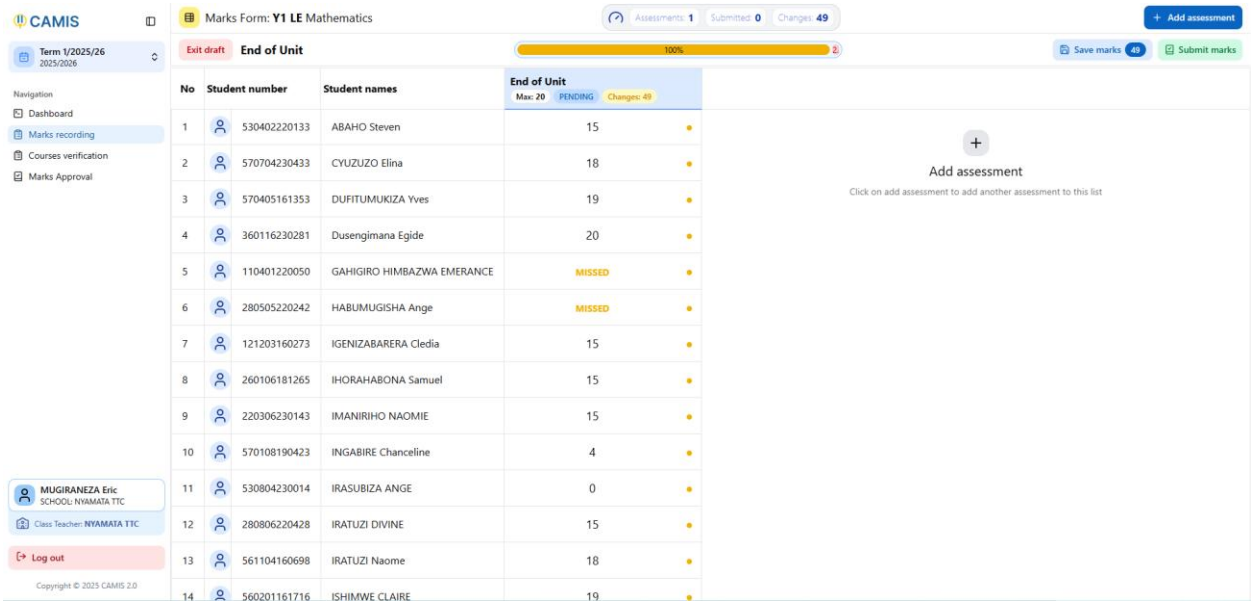


Note: *Do not calculate the score yourself. The system will automatically convert the word count into marks.*

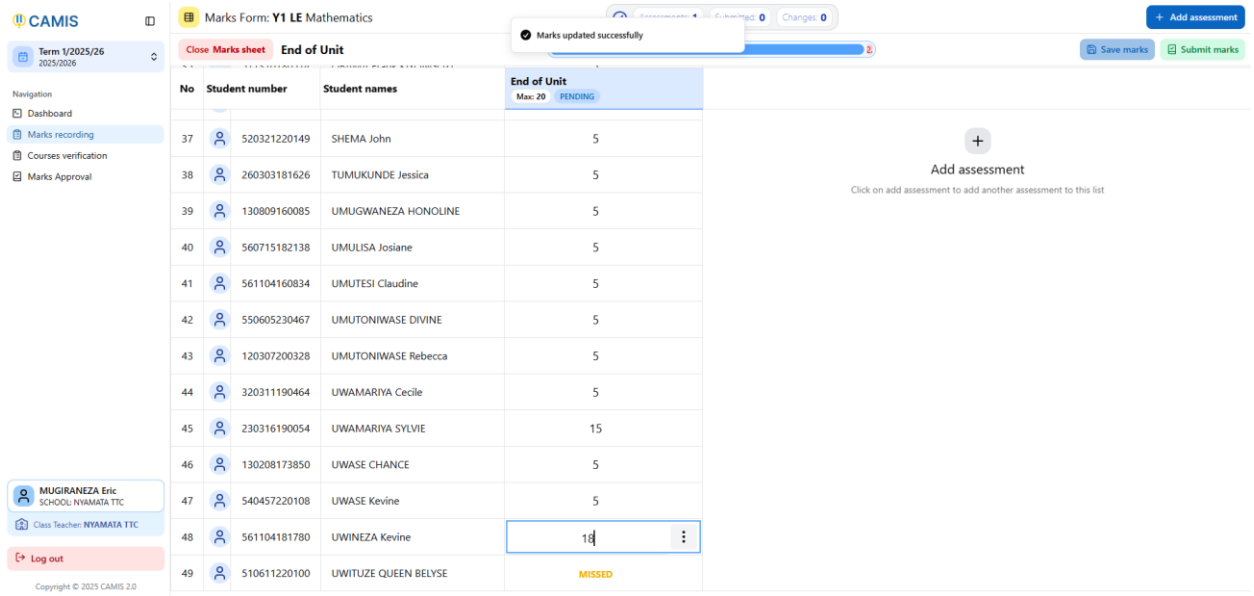
2. **Other Subtasks:** Enter the marks directly as usual then click save changes button.
3. **For Absent Students:**
    - Click the yellow button labeled **Missing Marks: Add a Reason** next to the student's name.
    - Select **Missed** from the dropdown menu.
4. click **save changes** button

Step 5: Save Your Progress

1. **Check the Status:** A **yellow dot** inside the marks box indicates that the mark has not yet been saved.



2. **Save:** Click the **Save Marks** button to save marks in CAMIS.

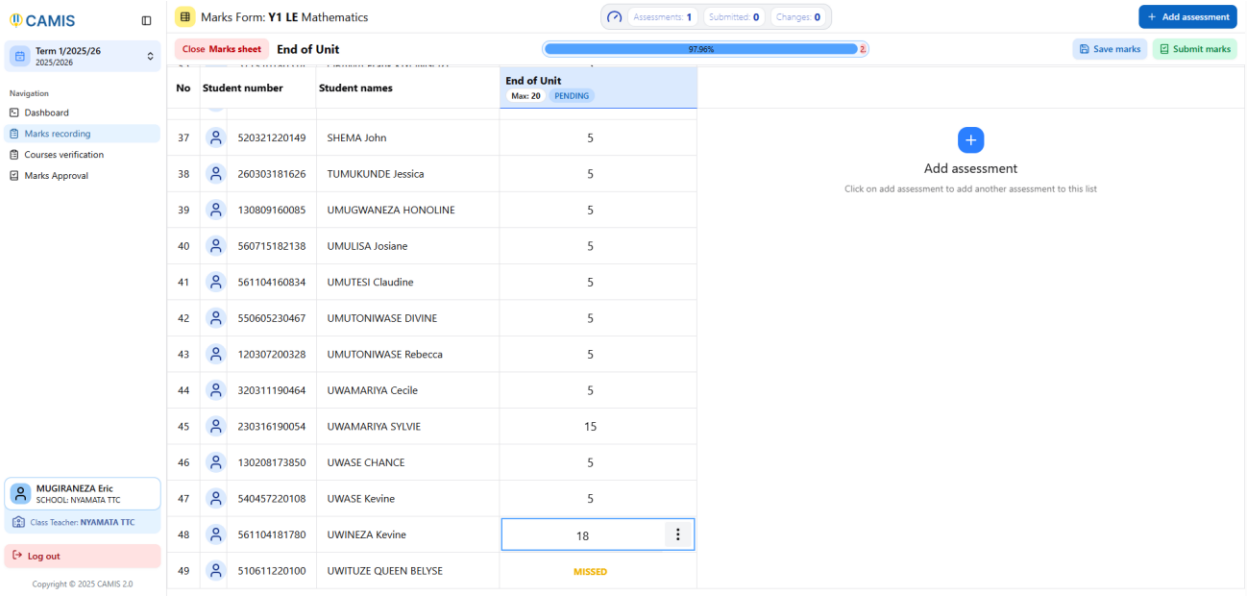


Important Note on Unsaved Data: If you do not click "Save," your entries are stored **temporarily on your current device only**.

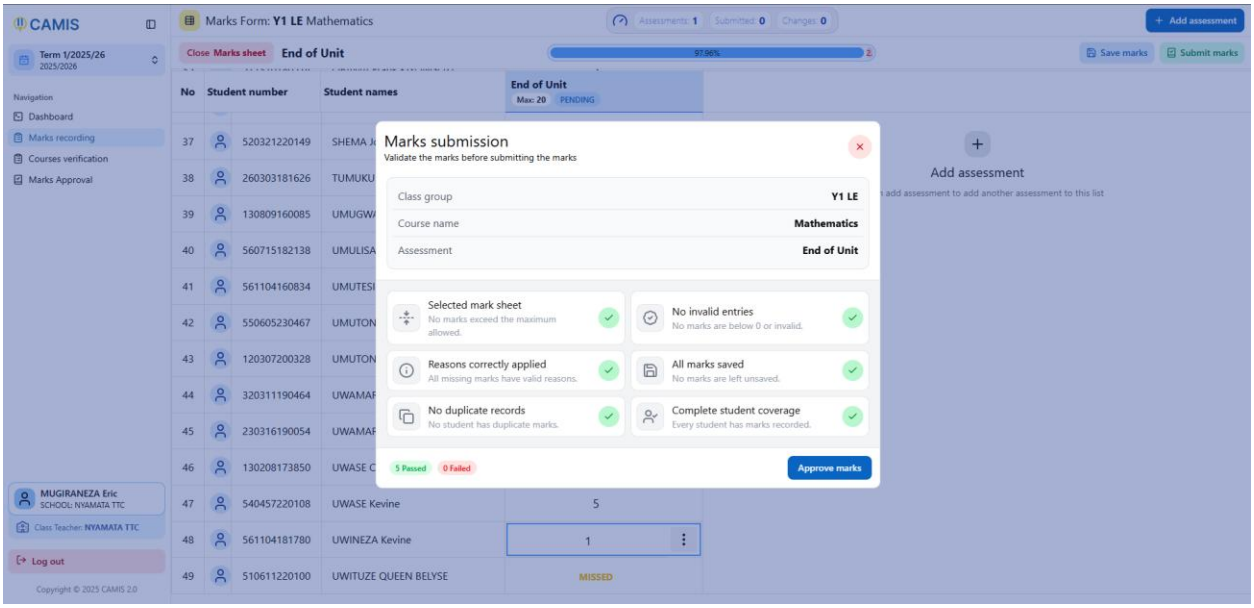
- You can close the browser and return to finish later on the *same* device.
- However, if you switch to a **different device**, your unsaved marks will **not** appear.
- **Recommendation:** Always click **Save Marks** before leaving to ensure your data is accessible from anywhere.

Step 6: Validate and Submit Marks

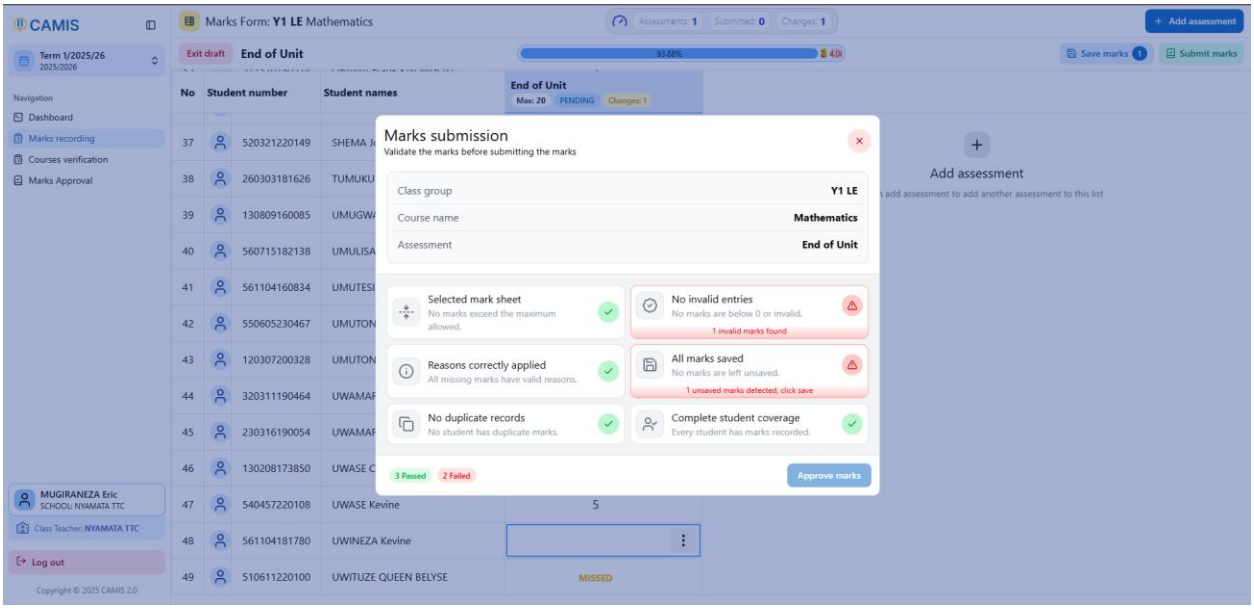
1. Once all marks are entered and saved, click **Submit Marks** to send them to the Class Teacher for verification.



2. A **Validation Window** will open to review your data.
3. Check the status indicators:
    - **Green Tick:** The validation passed.



    - **Red Mark:** The validation failed. You **cannot submit** until you fix these specific errors.



4. Once all checks are green, click **Approve Marks** to finalize the submission.

Important Post-Submission Notes:

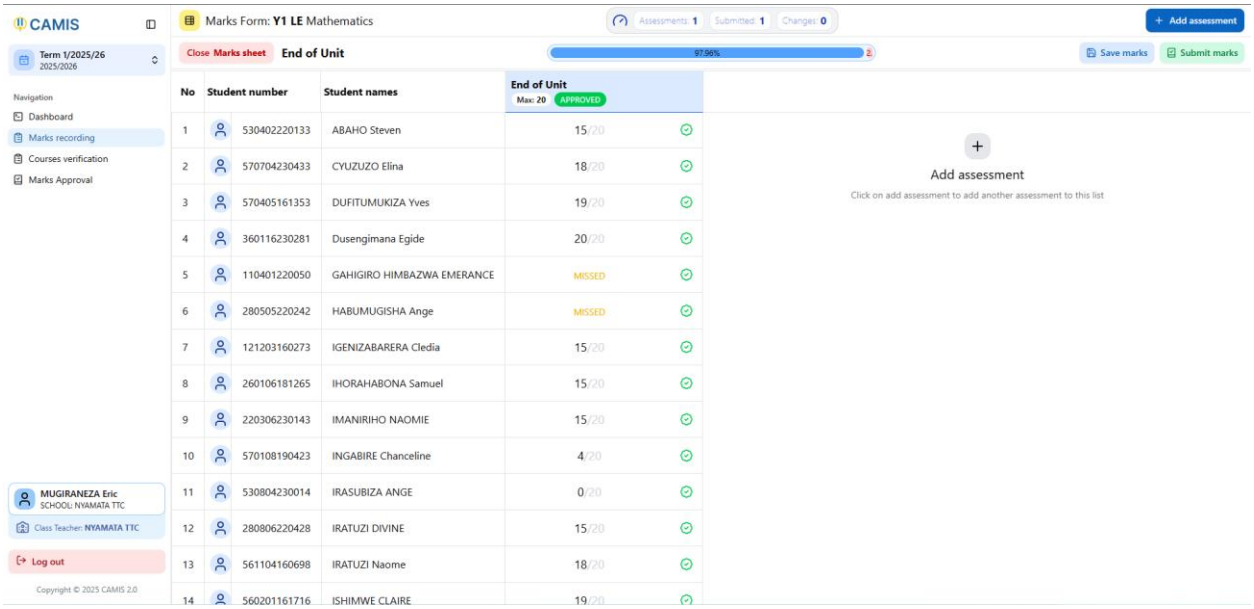
- **Locked Status:** Once submitted, the status changes to **Approved**. You can no longer edit these marks. To make changes, the Class Teacher must **Reject** the assessment to return access to you.
- **Security Recommendation:** We highly recommend submitting marks immediately after entering data for all students. This **secures the marks**, ensuring no one else can alter them.

Step 7: Add a New Assessment

Prerequisite: You must **submit the current assessment** before the system will allow you to add a new one.

Once the previous assessment is submitted, use one of the following methods to start the next one:

1. Click the **+ sign** located next to the previous assessment column.
2. **OR** click the blue **Add Assessment** button.



3. Once clicked, repeat **Step 3** to create the draft for the new assessment.

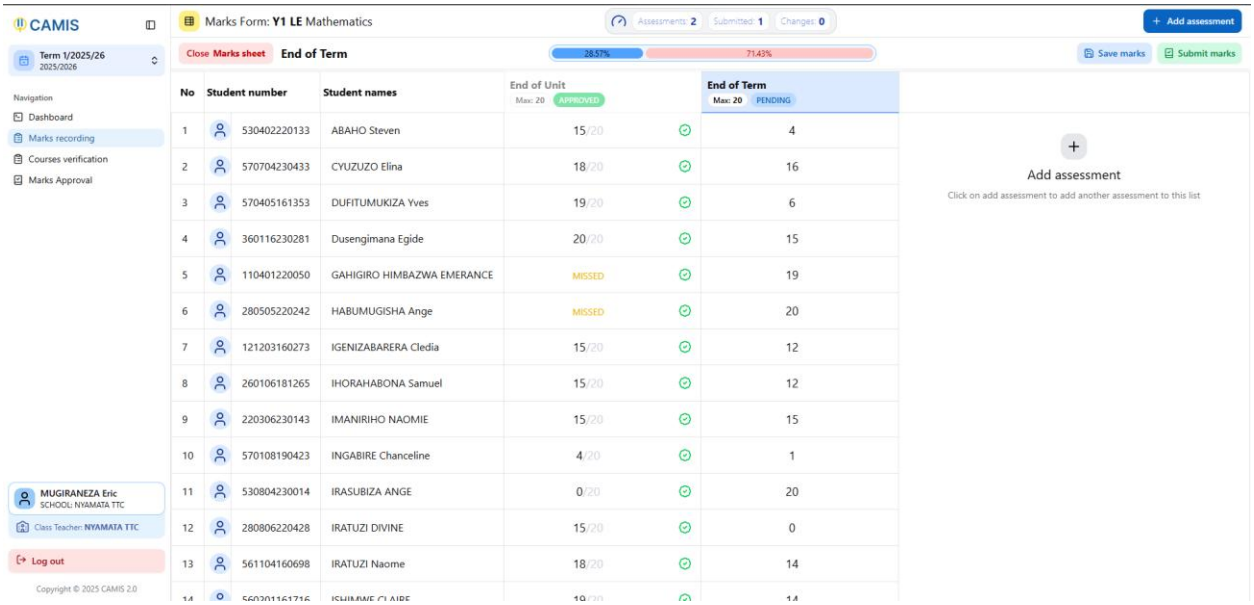
Note on Assessment Types: The required assessments vary based on the Level, Combination, Trade, and Course Type.

- *Example:* For **Entrepreneurship**, you must record three: **End of Unit**, **End of Term**, and **Project**.

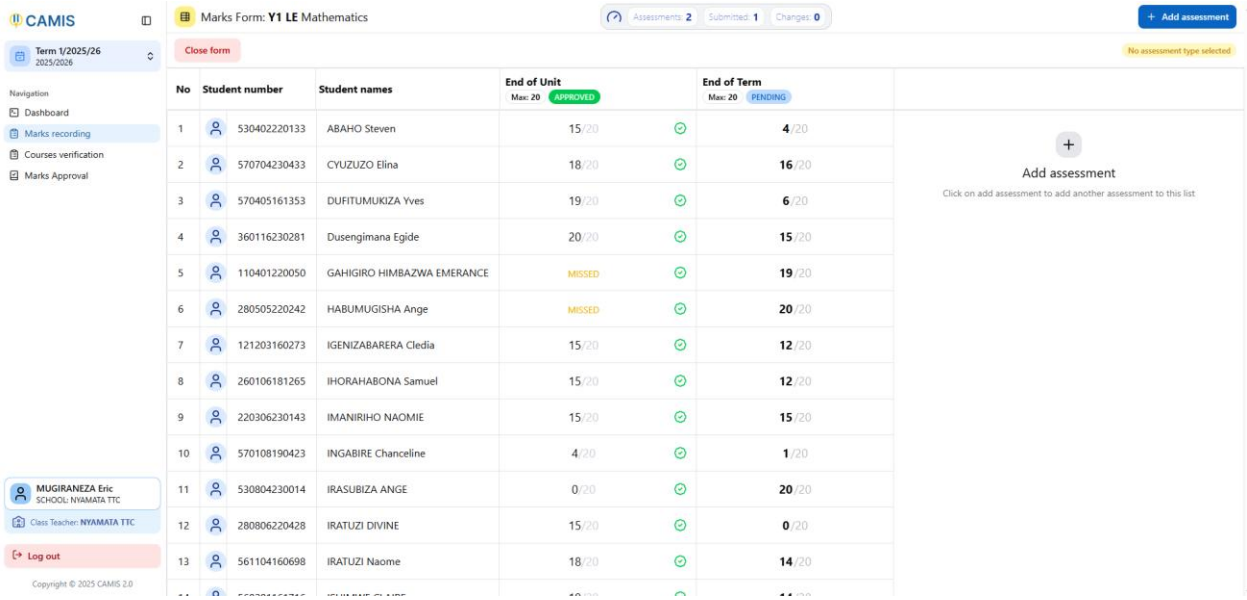
Step 8: Exit to Switch Courses

To finish working on the current and switch to a different course or class:

1. Ensure you have **saved** your current marks.
2. Click the red **Close Marks Sheet** button.

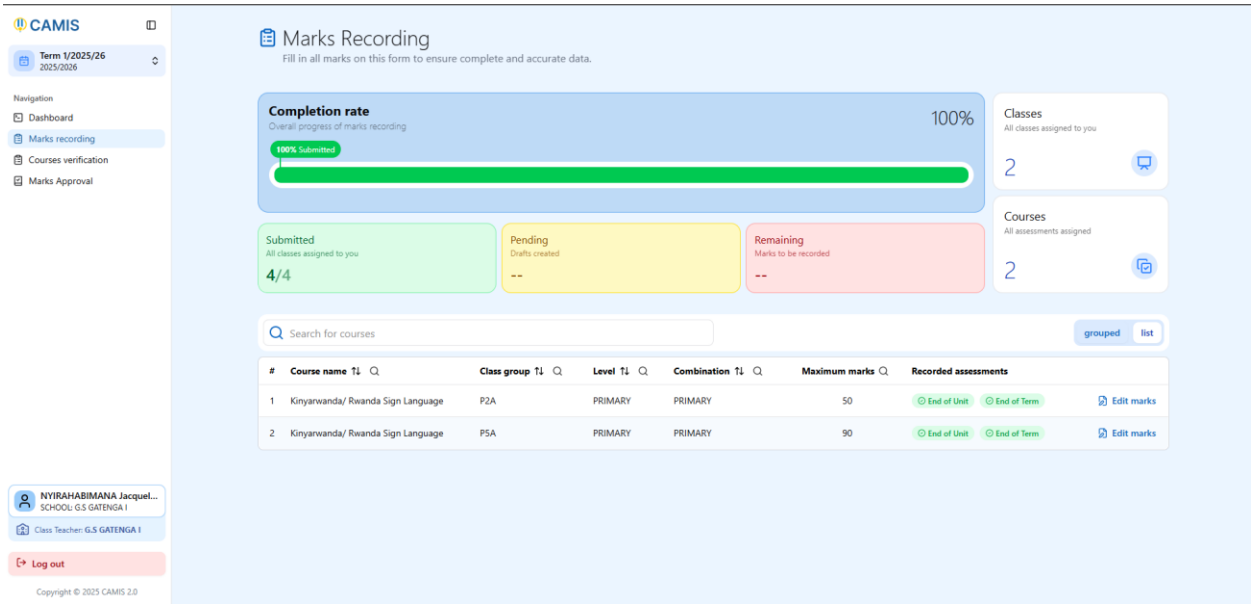


3. Click the red **Close Form** button to completely exit the module.



Conclusion: Verifying Completion

Return to your **Teacher Dashboard** to check your overall progress. If the status bar displays **100% in Green**:



Congratulations! You have successfully recorded and submitted all required assessments for every class and course you teach.

END