



**POLICY ON  
FIJI EDUCATION MANAGEMENT  
INFORMATION SYSTEM**



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## **1.0 POLICY OBJECTIVE**

- 1.1 The purpose of this policy is to provide a framework that will enhance and facilitate effective, efficient and timely data collection from schools and reporting to the Ministry of Education, Heritage & Arts (herein after referred to as MoEHA) and all local and International stakeholders. This policy is also designed to ensure that the collection and entry of data is undertaken with care and accurate reporting to support education based management, administration and activities and to continually raise the quality of data held in the Fiji Education Management Information System (hereinafter referred to as FEMIS) database.

## **2.0 BACKGROUND**

- 2.1 The MoEHA, through the Corporate Services Section is required to provide information for the regular reporting requirements of the MoEHA and on a needs basis. The documents that outline and require regular performance reporting include:

- a. Fiji Bureau of Statistics Report
- b. Ministry of Education, Heritage and Arts Annual Report
- c. Ministry of Education Strategic Development Plan (2015-2018)
- d. Quarterly Reports to other Ministries and Partners
- e. Ministry of Strategic Planning, National Development
- f. UNESCO Statistical Data on Educational Attainment
- g. Sustainable Development Goals

The MoEHA acquires and stores a huge amount of information. The information in the past had been collected by various sections and stored in hard-copy form or in a variety of databases within the various sections of MoEHA.

There was significant duplication of information collected that contributed negatively to work loads of schools, districts and MoEHA staff. A single school information system was developed and then enhanced to store most required data (SIMS).

In 2012 SIMS was replaced by the web-based FEMIS. This new database system not only extends the functionality that was available with SIMS, but also links with the other major databases of MoEHA, the FESA staff database and the Fiji Islands Literacy Numeracy Assessment (FILNA) student database which hosts LANA

- 2.2 Previously the school information was collected using two forms (SIMS 1 and SIMS 2) that were completed by the schools and entered into SIMS by officers at the District Level.

The school data is now entered by the schools themselves through the FEMIS application's web interface. Schools without access to the internet connectivity enter the data on paper and it is uploaded by the district officers into FEMIS database.

Schools also enter students, school, finance, textbook, examination, curriculum and assets, data into FEMIS database, which provides timely reports on various education statistics. .

- 2.3 Any authorized users with an internet connection can easily access the key performance indicators required by Government by logging in to FEMIS database using their log in name and password. An official can thus view the data and generate the indicators at any time. All users, from schools, districts and the government, belong to a user group which determines which data they can view and which data, if any, they are allowed to change.

### **3.0 DEFINITIONS**

#### **3.1 Class Audit**

A mandatory specific timeline set within each term for all school Head Teachers and Principals to verify and confirm the student roll for each Year/ level electronically in the FEMIS database against the required parameters that includes: Age, Citizenship, Ethnicity, New Students, Repeaters, Start /end term dates, disability and Boarders.

#### **3.2 FEMIS Administrator**

An officer who is responsible for updating and uploading accurate data into the FEMIS database at school and providing reports back to the Head Teacher/ Principal to share with students, teachers and other key stakeholders.

#### **3.3 Fiji Education Management Information System (FEMIS)**

FEMIS is a web-based application that provides information on schools, students, teachers, finance, infrastructure, assessments, examinations and other information that simultaneously meets a range of MoEHA's needs and is accessible to all levels of the Ministry. The uses of FEMIS database include:

- 3.3.1 the regular reporting on a needs basis, to Government on its major policy objectives and performance indicators for education,
- 3.3.2 reporting to Government, through the MoEHA Annual Report on a range of indicators,
- 3.3.3 providing information to all MoEHA Senior Management to enable them to carry out their operational work effectively and efficiently,
- 3.3.4 providing information to MoEHA Senior Management to assist with decision making, planning and operation.
- 3.3.5 providing information to schools to assist with their decision making and planning.

### **3.4 Structured Query Language (SQL)**

Is a computer programming language designed for users to formulate complex requests for specific data in a relational database management system (RDBMS).

### **3.5 School**

School in this policy refers to all premises where learning and teaching take place, including Early Childhood Education Centres, Special schools, Primary, Secondary Vocational centres and Technical College.

### **3.6 Users with Read Access**

Users with *read access* to data can view it but not change it in any way.

### **3.7 Users with Write Access**

Users with *write access* to data can view and change the data, including entering and deleting data.

### **3.8 Fiji Education Staffing Appointment System (FESA)**

Is the database that stores the details of all the staff of the MOEHA including placements, leave, salary, personal details.

### **3.9 Fiji Islands Literacy Numeracy Assessment (FILNA)**

Is the database that captures data on all students details including exams and assessments.

### **4.0 RELEVANT LEGISLATIONS AND AUTHORITIES**

- 4.1 Constitution of the Republic of Fiji - 2013
- 4.2 ICT Development Policy
- 4.3 Information Technology Centre (ITC) Govnet Policy
- 4.4 National Strategic Development Plan - (2015 - 2020)
- 4.5 Education Sector Strategic Development Plan - (2015 - 2018)
- 4.6 Education Act (1978)
- 4.7 Examination Act
- 4.8 Public Service Act, 1999

### **5.0 POLICY**

- 5.1 The collection of information from schools shall be done in an efficient and timely manner without hindering the learning and teaching process.
- 5.2 The deadline for the submission of registration of students for the Literacy and Numeracy Assessment (LANA) examinations will be specified for each academic year and will fall in the month of March.
- 5.3 The external exam registration details of each student enrolled in Year 6, 8, 10, 12 and 13 shall be entered directly into the FEMIS database through the Principal of the school before the registration deadlines in the current school year.
- 5.4 Any other government or non-government organisation or individuals wishing to collect information from schools, must obtain prior written approval from the Permanent Secretary for Education, Heritage & Arts (herein after referred to as PSEHA).
- 5.5 All Heads of schools with internet connectivity shall upload their relevant school data into the FEMIS database in a timely manner.
- 5.6 Schools without internet connectivity shall accurately complete the FEMIS Questionnaire Forms and promptly submit the original to the relevant District

Education Office who shall update FEMIS accordingly and a copy to be retained by the school for records.

- 5.7 The FEMIS Administrator shall be responsible for FEMIS data entry at school and must enter all relevant school data in the FEMIS database.
- 5.8 Relevant officers at HR, ECE, Primary and Secondary Sections shall ensure that appointments, transfers and promotions are accurately captured at all times and FESA database is updated to physical staff movement.
- 5.9 All training needs related to FEMIS Database shall be the responsibility of the Corporate Services Section of the MoEHA.

## **6.0 PROCEDURES**

### **6.1 Collection of Information from Schools**

- 6.1.1. All schools, whether government or non-government are required to submit data to FEMIS database in a timely and efficient manner.
- 6.1.2 All Head Teachers and/or Principals shall ensure that their school information entered into the FEMIS database strictly adheres to the guidelines in this policy and the data is current, correct and complete.
- 6.1.3 Schools shall upload or submit certain compulsory information on student registration in the respective fields provided either in FEMIS database or on the paper-based FEMIS form. For Fijian students, the Birth, Death and Marriage (BDM) Registration number shall be submitted. For international students, the passport number shall be uploaded or submitted in place of the Birth Registration Number. The citizenship classification of the student must also be provided.
- 6.1.4 Submission of Audited Financial Report shall be provided by the School Management within four (4) weeks of the school Annual General Meeting.
- 6.1.5. Financial information entered into the FEMIS database budget acquittal system ( Expense/ Vouchers) by the school to account for payments made shall be entered by the school within three (3) days of the payment being issued.
- 6.1.6. Schools discovered to have deliberately entered false information into the FEMIS database budget acquittal system, or submitted such information to the MoEHA will be subject to disciplinary penalties.

6.1.7 Any FEMIS paper based forms shall be submitted to the respective District Education Offices in a timely fashion. Data from such forms shall be entered into FEMIS database by the respective Education District Officers who shall print and re-submit to the respective school for confirmation.

6.1.8 The Asset and Monitoring Section shall ensure the accuracy of the school i Assets data.

## **6.2 Disciplining Non-compliant School Heads/District Officers**

6.2.1 Non- compliance shall result in disciplinary proceedings, centralizing administration of school funds at Head Quarters and/or criminal charges.

## **6.3 Timelines**

6.3.1 The District Education office shall ensure that all schools which have access to the internet are provided with the necessary school level user accounts before the commencement of the school year.

6.3.2 Paper forms shall be distributed by the District Education office to schools with no access to the internet by the start of the school year, for all data, and before the end of the school year for end of school year data.

6.3.3 All student registration and other school-based data available at the start of the school year should be entered either directly into the FEMIS application by the FEMIS Administrator on the FEMIS paper based questionnaires by the end of 4th week of Term 1 in the current school year. All completed FEMIS paper based questionnaires shall be submitted to the respective Education District Office for entering information in FEMIS. The District Education Officer shall monitor and follow-up on the compliance of this procedure.

6.3.4 Student registration for all exams is no longer a separate process. The Exams and Assessment Unit (herein after referred to as EAU) shall use the same student data for examination and assessment process as highlighted in 6.3.3.

6.3.5 Attendance data shall be entered into the FEMIS database on a weekly basis or as soon as practicable.

6.3.6 All data to be entered by the end of school year must be entered into FEMIS database by the end of the second week of December immediately following the

end of that school year. This applies both to the end of year data entered directly by schools and those entered on schools' behalf by the District Education Offices.

6.3.7 Class Audit timeline shall be strictly adhered by all School Head Teachers and Principals and shall be included in the school planner. The class audit must be specifically conducted at the end of the following weeks:

6.3.7.1 Week 5 of Term One

6.3.7.2 Week 4 of Term Two

6.3.7.3 Week 4 of Term Three

#### **6.4 Roles and Responsibilities of MoEHA Sections**

6.4.1 All Sections within MoEHA shall be responsible for ensuring their respective pages in FEMIS contains information that are correct, current and complete. Corporate Services Section shall monitor the overall data quality and provide timely reports to the different sections.

#### **6.5 Approval to Collect Information from Schools**

6.5.1 Other government, non-government organisation and individuals seeking school information or FEMIS database training shall formally submit a written request with justification to the PSEHA.

6.5.2 Approval on the above shall be at the discretion of the PSEHA.

6.5.3 All approved requests shall be handled by the Corporate Services Section and an appropriate response must be given as soon as practicably possible.

#### **6.6 Training using FEMIS**

6.6.1 Training of MoEHA Officers and users, school FEMIS Administrators and Heads of Schools on FEMIS will be coordinated by the Corporate Services Section. .

#### **6.7 District Education Offices**

6.7.1 The District Education Officers shall be responsible for the printing of the FEMIS questionnaire forms and sending them to the schools with limited or no



connectivity. Submissions of FEMIS questionnaire forms must be made at the beginning of every month. The district education office is also responsible for the entry of such data into FEMIS database, no later than ten (10) days from receipt of the completed forms.

6.7.2 The HR, ECE, Primary or Secondary Sections are responsible for resolving staffing issues within five (5) days of the receipt of notification of such an issue.

6.7.6 The District Office shall be responsible for registering new students from Years 2 to Years 13 within three (3) days after receiving request from schools. New students in this clause shall mean students not previously registered on FEMIS.

6.7.7 Registering of new students shall be done at school level in ECE and Year 1. School Heads before registering Year 1 must search for any existing record of the child from ECE.

#### **6.8 Authorised Access to Information in FEMIS database**

6.8.1 Authorised non-school or Ministry accounts are issued with a username and password by the IT Unit, only with the approval of the Director Corporate Services. School accounts are managed by the District Education Offices, whereas teacher accounts are managed by the schools. Different types of users have different access rights to the data, as now defined.

6.8.2 MoEHA, Divisional Heads and other authorized Ministry level users have only read access. Other government officials, representatives of aid projects and other agencies who are working with the MoEHA and who have received a user account are regarded as MoEHA users. Two levels of access are provided for this level of user. One level can view all data in the system including financial reporting. The other can view most data in the system but is prevented from viewing sensitive information such as financial reports.

6.8.3 In the District office only Education Officers shall be given write access for the district.

6.8.4 There are three possible user types in a School. The main School user has write access and can edit and view all school records. The Teacher can see and edit the student records only relevant to their classes. Such a user cannot view the records of students in other classes. A Student user type is planned; such users will have only read access to their own personal records and will have the right

to access course-related materials that are stored in FEMIS database and are relevant to them.

6.8.5 Any user who deliberately corrupts or removes any data from FEMIS database without authorization or enters any data knowing it to be erroneous or access any data they are not authorized to view, perhaps by logging in using an authorized person's user name and password will be subject to disciplinary procedures and criminal charges.

6.8.6 Any user who allows another person to log in to FEMIS database using that user's log in details shall have his or her user account removed from FEMIS and be subject to disciplinary action.

6.8.7 District Education Officers are responsible to promptly deactivate FEMIS database user accounts for any school head/teacher who leaves the school and shall promptly advise the relevant section at MoEHA headquarters. The District Education Officer is also responsible for issuing the user account and password for a newly arriving school head, as soon as he/she assumes duty.

6.8.8 The school head is responsible for issuing the user account and password for newly arriving teachers at the school, upon assumption of duties.

### **6.9 Add New/Change existing modules in FEMIS**

6.9.1 Any section within MoEHA requesting to add new/ modify existing features in FEMIS shall submit a written request for approval to the Director Corporate Services.

6.9.2 Any Government/ Non-Government outside MoEHA requesting for the development of modules within FEMIS shall provide a detailed scope of work which should be approved by Corporate Services and must have approval from PSEHA before the same can be developed.

### **6.10 Ownership of FEMIS database**

6.10.1 Ownership of the FEMIS database software and servers solely resides with MoEHA.

**7.0 GUIDELINES**

7.1 Head teachers and/or Principals are urged to conduct internal professional development on the use of FEMIS Database to all their school staff.

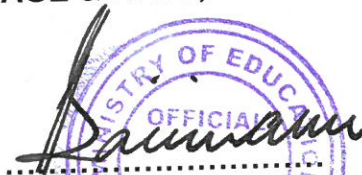
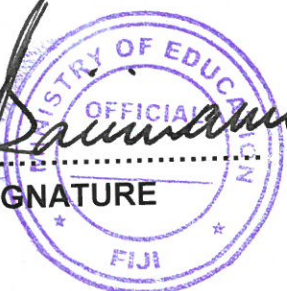
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**10.0 KEY SEARCH WORDS**

FEMIS Administrator, FEMIS database, FESA, SIMS, FILNA database

11.0 APPROVED BY THE PRIME MINISTER AND MINISTER FOR EDUCATION, HERITAGE & ARTS, HONOURABLE JOSIA VOREQE BAINIMARAMA.

  
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