Accessing FEMIS

Logging into FEMIS using the URL: http://www.femis.gov.fj

Different Level of FEMIS Access

| Home | MOE Login | District Login | School/Location Login | Teacher/Staff Login | TCF Login | MYS Login | Help |

Welcome to FEMIS - Fiji Education Management Information System

666 Visitors using FEMIS right now.

Please note that the carry over of classes functionality to 2025 is now open in FEMIS. Please note that removing student from a class functionality for 2025 will close on 10/03/2025.

Click here to access Ministry of Education Website.

Click Here to access the 2021 MoE Supplementary Resources

Click Here to access MoE Moodle

The basic information and subject of students in FEMIS will be locked for editing in the coming months. Please ensure these are updated in FEMIS. The schools will have to liaise with the Exams Unit to get this information updated.

FEMIS LOGONS

- Teachers FEMIS accounts can be activated by their respective School Head.
- School FEMIS accounts can be activated by respective Districts.
- MOE FEMIS accounts can be activated by the Stats/FEMIS Unit.
- Usernames and Passwords to all users (Teachers, schools, districts, MOE) are provided upon account activation.

FEMIS LIVE VERSION

| Home | MOE Login | District Login | School/Location Login | Teacher/Staff Login | TCF Login | MYS Login | Help |

School/Location Logon

Please note that removing student from a class functionality for 2025 will close on 10/03/2025.

Please click help | recent updates to see recent updates.

Please access the Head of School User Guide for the Online Teacher Transfer Module Here

School Heads please note: You need to contact your District office to access this system. District office will advise you of your new password. Once you have logged on, you will find a Training Guide on the Help menu. If you have forgotten or lost your password, please contact your District office.

If you know your password then:

1. Enter the school registration number or location code in this box:

2. Then enter the password in this box: MAKE SURE CAPS LOCK IS OFF

3. Then click this button to proceed: Logon

If a school suspects corruption the school is to report the matter to districts immediately.

For HR enquiries, send an email to the relevant HR enquiry email address

TYPES OF ACCESS LEVELS

- Teacher login- teacher with ==valid appointment==, accessing their own account to apply for Leaves, My APA etc.

- School Login- HOS, FEMIS officer uses this login to access school basic details, student basic details boarding grant, FEG grant, student attendance, teachers' attendance, textbook order, adding existing students to class, transport assistance, back to school assistance, class audit, leave approval for staff , reset school password etc.

- District login – District Education Officers uses this login to unlock class audit, adding of new and existing students to class list, leave approvals for HOS, reset school password etc.

- MOE login – District and Admin. Can be used to remove students, add new and existing student's class list, remove wrong entry bank rec, edit basic school detail, and edit basic student's detail.
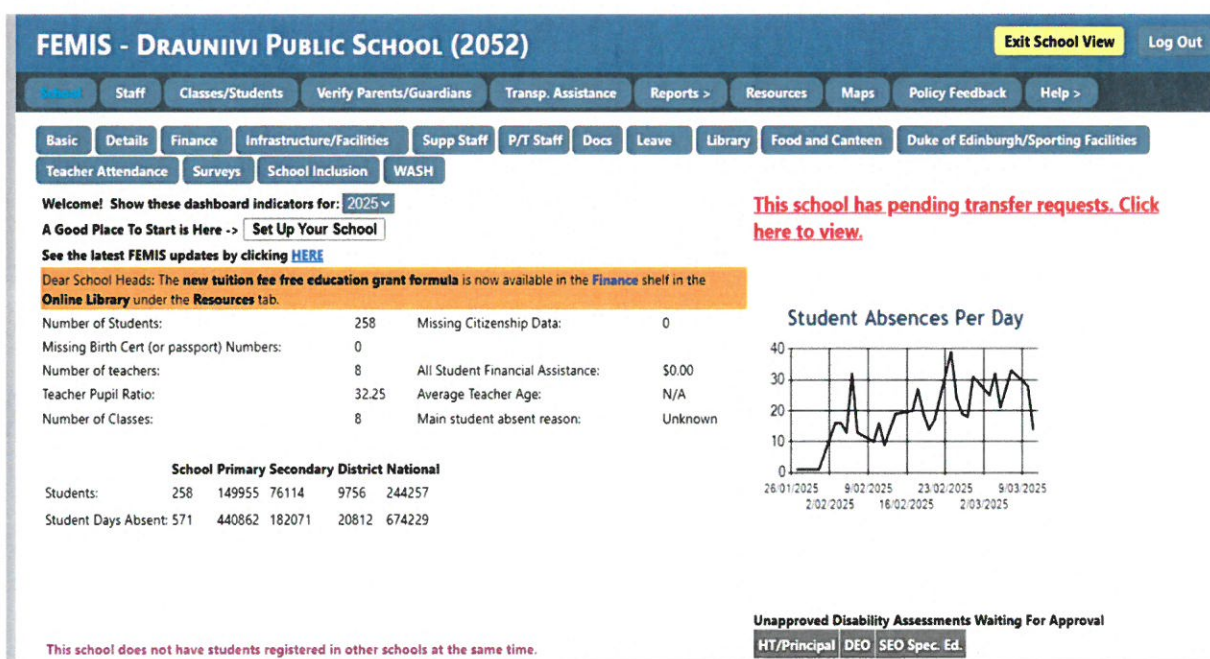
School | Staff | Classes/Students | Verify Parents/Guardians | Transp. Assistance | Reports > | Resources | Maps | Policy Feedback | Help >

Basic | Details | Finance | Infrastructure/Facilities | Supp Staff | P/T Staff | Docs | Leave | Library | Food and Canteen | Duke of Edinburgh/Sporting Facilities

Teacher Attendance | Surveys | School Inclusion | WASH

Welcome! Show these dashboard indicators for: 2025 ⌄

A Good Place To Start is Here -> Set Up Your School

See the latest FEMIS updates by clicking HERE

Dear School Heads: The **new tuition fee free education grant formula** is now available in the **Finance** shelf in the **Online Library** under the **Resources** tab.

This school has pending transfer requests. Click here to view.

Number of Students:	258	Missing Citizenship Data:	0
Missing Birth Cert (or passport) Numbers:	0		
Number of teachers:	8	All Student Financial Assistance:	$0.00
Teacher Pupil Ratio:	32.25	Average Teacher Age:	N/A
Number of Classes:	8	Main student absent reason:	Unknown
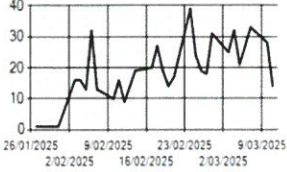
	School	Primary	Secondary	District	National
Students:	258	149955	76114	9756	244257
Student Days Absent:	571	440862	182071	20812	674229

Student Absences Per Day

This school does not have students registered in other schools at the same time.

Unapproved Disability Assessments Waiting For Approval

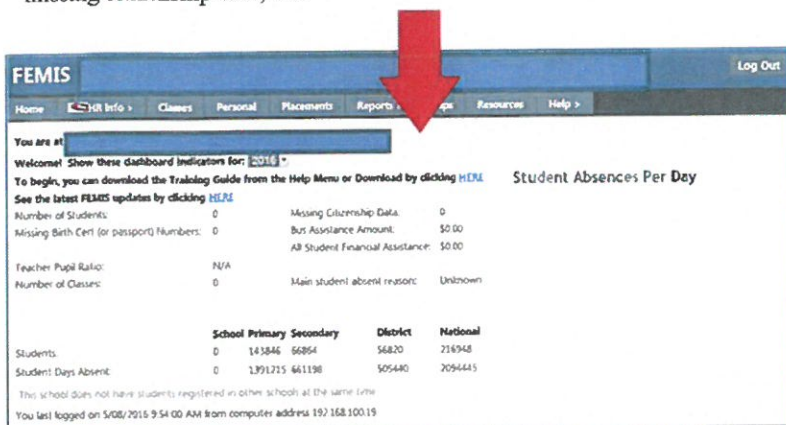| HT/Principal	DEO	SEO Spec. Ed.

SCHOOL

Online– Leave Application

Teachers will apply leave in advance using the *Online Leave* application in FEMIS. Below are few screen shots to assist the teachers to apply for leave using their own *Teacher Login*.

<mark>Home</mark> tab – we call this as "*dash board*"– it shows summary of basic education indicators, financial information and student's information such as number of students; teacher pupil ratio; number of classes; missing citizenship data, etc.

HR Info tab – teachers will be able to see : *FTRA Registration dates, Qualification, Pay data, Leave and Professional Development records*

RegDets – refers to the individual Teacher's Registrations of information.
Quals – the qualification of the teacher
Prof Dev – the previous list of professional development complete
Pay Data – pay history
Leave – on line leave information

Leave – on line leave information
Leave Details – teacher's individual leave summary indicating the leave used and leave balance
Leave Application – select this tab will open page stating the Leave Summary and click *Start Leave Application* to open the form of the online leave application.

Start Date - the date when the leave is starting
End Date - the date when your leave ends
Leave Type - Select the appropriate Leave Type
Leave Taken - enter the number of days/ hours/ minutes
Resumption Date - the date officer is resuming work
Submit Leave - click this when all details are filled
Upload Documents - click to upload documents like Medical Certificates
Delete - delete the entry

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Managing Teacher Accounts

Step 1: Select this *Teacher Accounts* button to give the access to the teachers

Once you complete *Step 1*, it will open the page where the School Head can give access to the teachers. You will select the list of teachers from the dropdown list as displayed below.

Step 2: Select this dropdown list to display list of teachers currently in the school

Step 3: Select this button to *disable or enable account* for the teacher

Step 4: Select this button to *Reset Teacher Password* for the

Move down and up the cursor to select the teacher's name from the list.

Once you have completed *Step 2*; you can see the highlighted message stating whether "This Account is active". The next *step 4* is to select "Reset Teacher Password"

Assigning Subjects to Teachers

Click *Teacher Subjects* button to update the subjects and levels taught by the teacher
Fig1

Choose the Teacher from the list.

Choose the Class Year of the teacher

Click *Get Spreadsheet to View All Teacher Subject Load* button to view the teacher's subject teaching loads.

Here a School can Assign Subjects to Teachers.

Year: 2017 ▾

Choose Teacher in your School: Pick a Teacher from this list... ▾

Choose Class Year: ▾

Choose Subjects: ▾

Cancel   Add Subject   Get Spreadsheet to View All Teacher Subject Load

Please Note: You can only see Subjects Assigned to A Teacher in this school.

Fig1.1 Choose the teacher from the list

Here a School can Assign Subjects to Teachers.

Year: 2017 ▾

Choose Teacher in your School: Pick a Teacher from this list... ▾

Choose Class Year:
Pick a Teacher from this list...
Za
Sl
Ba

Choose Subjects:

Cancel   Add Subject

Choose the Teacher from the list.

Fig1.2 Choose the Class /Year

Here a School can Assign Subjects to Teachers.

Year: 2017 ▾

Choose Teacher in your School: Pick a Teacher from this list... ▾

Choose Class Year: ▾

Choose Subjects:

Cancel   Add Subject

Year-10(Stream 1)
Year-10(Stream 2)
Year-10(Stream 3)
Year-10(Stream 4)
Year-11(Stream 1)
Year-11(Stream 2)
Year-11(Stream 3)
Year-11(Stream 4)
Year-12(Stream 1)
Year-12(Stream 2)
Year-12(Stream 3)
Year-12(Stream 4)
Year-12(Stream 5)
Year-13(Stream 1)
Year-13(Stream 2)
Year-13(Stream 3)
Year-13(Stream 4)

Please Note: You can only see Su...

Choose the Class/ Year of the teacher

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Fig1.3 Choose the subjects taught by the teacher

| School | Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts |

Here a School can Assign Subjects to Teachers.

Year: 2017 ▾
Choose Teacher in your School: [TEACHER TECHNICAL-ED8A   ▾]
Choose Class Year: Year-10(Stream 4) ▾
Choose Subjects: [▾]

[Cancel] [Add Subject]

Please Note: You can only see Su... this school.

No Subjects Loaded

Dropdown list:
English
Mathematics
Urdu
Rotuman
Na Vosa Vaka Viti
Hindi
Basic Science
Social Science
Commercial Studies
Arts and Healthy Living
Home Economics
Basic Technology
Basic Graphics Technology
Agricultural Science
Office Technology
French
Family Life

Choose the Subjects

Fig1.4

| School | Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts |

Here a School can Assign Subjects to Teachers.

Year: 2017 ▾
Choose Teacher in your School: [- TEACHER TECHNICAL-ED8A   ▾]
Choose Class Year: Year-10(Stream 4) ▾
Choose Subjects: Rotuman ▾

[Cancel] [Add Subject]   [Get Spreadsheet to View All Teacher Subject Load]

Please Note: You can only se... ...cts Assigned to A Teacher in this school.

Class	Stream	Subject
10	4	Rotuman Delete

Click *Add Subject* button to save your data

A table or grid will display your update/ data entered

Click *Get Spreadsheet to View All Teacher Subject Load* button to view the teacher's subject teaching loads

Exit School View **Log Out**

| School | Staff | | Reports > | Leave > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help > |

Classes - Set up the classes at your school Select a class below to view the students in that class.

Add and view classes for this year-> **2017** ▾   You can change this year to add and view classes in a different year.

To add a new class, pick the Class/Form, the Stream and the Teacher below and click Create This NEW Class.

Note: You can create new classes by "carrying over" an existing class. To carry over a class - select the YEAR you want to carry over from, then the class then click the Carry Over button. You can change the year above to see classes in previous years.

If you have any questions please call the District Office for assistance.

Class/Form: 1 ▾   Teacher: Pick a Teacher from this list... ▾   Create This NEW Class

Stream: 1 ▾   Assistant Teacher: OPTIONAL Assistant Teacher from this list... ▾

Class Type: Mainstream (normal) ▾

Or, current classes this year are below.

Year	Class	Stream	Class Type	Students	Teacher	
2017	1	1	Mainstream (normal)	22		VIEW Class/StudentInfo
2017	2	1	Mainstream (normal)	24		VIEW Class/StudentInfo
2017	3	1	Mainstream (normal)	18		VIEW Class/StudentInfo
2017	4	1	Mainstream (normal)	16		VIEW Class/StudentInfo
2017	5	1	Mainstream (normal)	28		VIEW Class/StudentInfo
2017	6	1	Mainstream (normal)	12		VIEW Class/StudentInfo
2017	7	1	Mainstream (normal)	15		VIEW Class/StudentInfo
2017	8	1	Mainstream (normal)	21		VIEW Class/StudentInfo

STUDENTS & TEACHERS

FEMIS

School | Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help >

Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave
Library | Food and Canteen

Welcome! Show these dashboard indicators for: 2017 ▾

A Good Place To Start Is Here -> Set Up Your School
You can download Instruction Manual from Help Menu or Download by Clicking HERE
See the latest FEMIS updates by clicking HERE

Number of Students:	617	Missing Citizenship Data:	0	
Missing Birth Cert (or passport) Numbers:		Bus Assistance Amount:	$8,168.00	
Number of teachers:	18	All Student Financial Assistance:	$0.00	
Teacher Pupil Ratio:	34.28	Average Teacher Age:	35	
Number of Classes:	16	Main student absent reason:	Sick	

Funding	Allocation	Spent	Unspent
Admin		$10	$27,739.26
Buildings	$25,553.50		$9,107.60
Computer	$19,165.13		$19,165.13
Library	$12,776.75		$12,335.15
PE, music, arts	$12,776.75		$11,777.75
Stationery	$19,165.13		13,336.37
Totals:	$127,767.50	$34,306.25	$93,461.26

	School	Primary	Secondary	District	National
Students:	617	147838	67664	58679	229780
Student Days Absent:	12086	1485457	752031	527091	2369124

This school does not have students registered in other schools at the same time.

You last logged on 18/08/2017 8:07:00 AM from computer address 10.1.166.148

Student Absences Per Day

SCHOOL

School Details

School details captures essential information about a school such as the controlling authority, boarding type, internet connectivity, electricity source, main source of water supply, school leases, manager's details, names of Trustees, school disaster insurance cover, date of last Annual General Meeting (AGM) and so on .

Basic	Details	Revenue	Expenditure	Assets	Supp Staff	P/T Staff	Expenses (Vouchers)	Income	Docs	Grants	Leave
Library	Food and Canteen										

Details · detailed school Information   **REPORTED in year:**   2017 ▾

No data exists for this year. Click the Carry Over button to carry over data from 2016 into 2017   [Carry Over From 2016]

Average Length of teaching periods in minutes:	Unknown	Principal or head teacher:	Unknown
Co·ed type:	Unknown ▾	Date of last AGM:	Unknown
Boarding type:	Unknown ▾	Date school accounts last checked:	Unknown
Governing type:	Unknown ▾	Name of person that last checked accounts:	Unknown
Name of Manager:	Unknown	Phone Contact of Manager:	Unknown
Email of Manager:	Unknown	Qualification of Manager:	Unknown
Accounts checked by MOE:	Unknown ▾		
Name of trustees:	Unknown	Address of owner:	
How are textbooks funded:	Unknown ▾	Accessible by public road:	Unknown ▾
Controling authority:	Not Supplied	If not, what is distance from nearest public road? (if there is one in km)	Unknown
School connected to Internet:	Unknown ▾	How often is national anthem sung:	Unknown ▾
Students have access to Internet:	Unknown ▾	Land tenure type:	Unknown ▾
Lease title number:	Unknown	How often is flag raising ceremony:	Unknown ▾
Name and address of owner/lessee:	Unknown	School level:	

Enter/ update Manager's information

1. Update this page
2. Click on Save

If there is no data existing for the current year, click the *Carry Over* button to carry over data from previous year into current year (eg. from 2016 to 2017).

School Support Staff

Support staff includes Typist, Bursar, Secretary, Handyman and so on.

1. Select Support Staff from the list provided
2. Enter number of male and female
3. Enter the number of support staff that are aided and non-aided
4. Click on Add School Support Staff

> Aided Support Staff are those that provide voluntary service.
> Non Aided Support Staff are paid by the school.

School Part Time Staff

Part time staff work for a fraction of 40 hours in a week. They can be a teacher in Language/Music, sports coach, religious teachers and so on.

1. Select the staff type
2. Enter the TPF Number
3. Enter the Hours worked per week
4. Click on Add Appointed Part Time Staff option

FEMIS

School | Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help >

Staff - This is the current list of staff at your school. To see more detail on a particular staff click the bold underlined Select link.

This school has 18 staff in this year: 2017 ▾

Please Note - Staffs transfered this year from this school may still appear in the list. However, their End Date should appear as a day before they were transfered to another school. If this is not the case then please report it as a problem below.

[Print] [Get Spreadsheet]

TPF	Full Name	Start Date	End Date	Post	Appointment	
		23/01/2012		TEACHER PRIMARY-ED8A	TRANSFER	ClickHereToViewDetails
		21/01/2016	21/01/2019	TEACHER PRIMARY-ED8G	CONTRACT	ClickHereToViewDetails
		18/05/2009		TEACHER PRIMARY-ED8G	TRANSFER	ClickHereToViewDetails
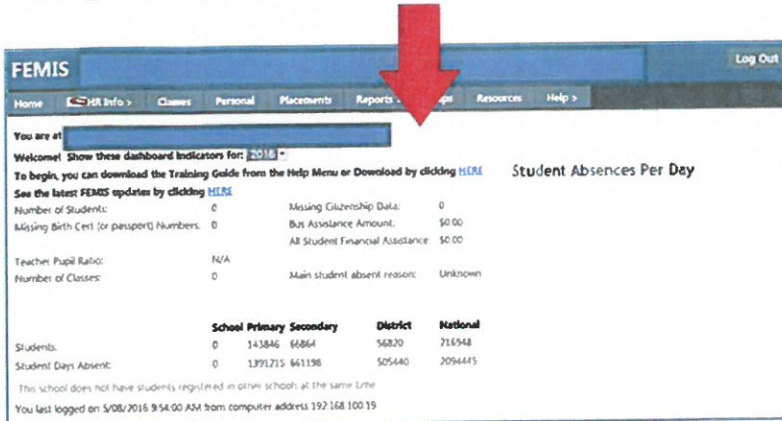
STAFFING

Online– Leave Application

Teachers will apply leave in advance using the *Online Leave* application in FEMIS. Below are few screen shots to assist the teachers to apply for leave using their own *Teacher Login*.

Home tab – we call this as "*dash board*"- it shows summary of basic education indicators, financial information and student's information such as number of students; teacher pupil ratio; number of classes; missing citizenship data, etc.

HR Info tab – teachers will be able to see : *FTRA Registration dates, Qualification, Pay data, Leave and Professional Development records*

RegDets – refers to the individual Teacher's Registrations of information.
Quals – the qualification of the teacher
Prof Dev – the previous list of professional development complete
Pay Data – pay history
Leave – on line leave information

Leave – on line leave information
Leave Details – teacher's individual leave summary indicating the leave used and leave balance
Leave Application – select this tab will open page stating the Leave Summary and click *Start Leave Application* to open the form of the online leave application.

Start Date - the date when the leave is starting
End Date - the date when your leave ends
Leave Type - Select the appropriate Leave Type
Leave Taken - enter the number of days/ hours/ minutes
Resumption Date - the date officer is resuming work
Submit Leave - click this when all details are filled
Upload Documents - click to upload documents like Medical Certificates
Delete - delete the entry

Managing Teacher Accounts

| School | Staff | School's Classes/Students | Reports | Manage Teacher Accounts | Help |

School - click on the menu items below to show various information on this school

| Basic | Details | Finance 1 | Finance 2 | Buildings | Equipmt | Supp Staff | P/T Staff |

WELCOME! A Good Place To Start Is Here -> [Set Up Your School]

You can download Instruction Manual from Help Menu or Download by Clicking HERE

Student Absences Per Day

Number of Students:	68	School Details Last Verified:	Not Verified
Missing Birth Cert Numbers:	4	Bus Assistance Amount:	$0.00
Number of teachers:	4	All Student Financial Assistance:	$0.00
Teacher Pupil Ratio:	17.00	Average Teacher Age:	36
Number of Classes:	8	Main student absent reason:	Unknown
Exams Registered for LANA:	0		

	School	Primary	Secondary	District	National
Students:	68	8591	2404	3249	11049
Student Absences:	0	4290	669	1985	4959

You last logged on 21/05/2013 3:57:00 PM from computer address 192.168.100.19

Step 1: Select this **Teacher Accounts** button to give the access to the teachers

Once you complete **Step 1**, it will open the page where the School Head can give access to the teachers. You will select the list of teachers from the dropdown list as displayed below.

| School | Staff | School's Classes/Students | Reports | Manage Teacher Accounts | Help |

Here School can Reset Teacher Password and Disable/Enable Account.
Choose Teacher in your School: Pick a Teacher from this list

[Cancel] [Reset Teacher Password] [Disable/Enable Account]

Step 2: Select this dropdown list to display list of teachers currently in the school

Step 3: Select this button to **disable or enable account** for the teacher

Step 4: Select this button to **Reset Teacher Password** for the

Move down and up the cursor to select the teacher's name from the list.

Once you have completed **Step 2**; you can see the highlighted message stating whether "**This Account is active**".The next **step 4** is to select "**Reset Teacher Password**"

Here a School can Reset Teacher Password and Disable/Enable Teacher Accounts.

Choose Teacher in your School: [0 TEACHER -ED4C ▾]

Then:

The next screen shows if you select the teacher from your teacher's list drop down list, it will display a message highlighted in yellow "This Account is currently Disabled" you need to select "Enable Account" button.

Here a School can Reset Teacher Password and Disable/Enable Teacher Accounts.

Choose Teacher in your School: [au - TEACHER PRIMARY-ED8A ▾]

Then:

This Account is currently Disabled   [Enable Account]

If you enable an account you must also reset the password.   [Reset Teacher Password]

Teacher Last Logon Last Logon IP Address Last Password Changed

[Cancel]

Step 1: Choose the teacher in your school by selecting the from the dropdown list.

Once you **Enable Account** and then select the **Reset Teacher Password** button.

[Cancel] [Reset Teacher Pass... count] ⬭This Account is currently Disabled

Teacher Last Logon Last Logon IP Address Last Password Changed

Note this account is disabled. Select **Enable Account** and **Reset Teacher Password**

Step 2: Once you select a teacher from the list; there is message displayed in red "*This account is currently disabled*".
Step 3: choose **Enable Account** button to give the access to the teacher.

3. Select **Reset Teacher Password** – now the teacher can logon to the system.

Teacher Logon
1. Teacher will select "**Teacher Logon**" tab
2. Teacher uses his/her own TPF as the username
3. Password: Aa12345 (**1st Logon only**)
4. Another page will load for the teacher to change and confirm his/her new password.

Assigning Subjects to Teachers

Click *Teacher Subjects* button to update the subjects and levels taught by the teacher
Fig1

Choose the Teacher from the list.

Choose the Class Year of the teacher

Click *Get Spreadsheet to View All Teacher Subject Load* button to view the teacher's subject teaching loads.

| School | Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts |

Here a School can Assign Subjects to Teachers.

Year: 2017 ▼

Choose Teacher in your School: Pick a Teacher from this list... ▼

Choose Class Year: ▼

Choose Subjects: ▼

Cancel   Add Subject   Get Spreadsheet to View All Teacher Subject Load

Please Note: You can only see Subjects Assigned to A Teacher in this school.

Fig1.1 Choose the teacher from the list

| School | Staff | Classes/Students | Reports > | Leave > | | Teacher Accounts | Resources | Maps | Help > |

Here a School can Assign Subjects to Teachers.

Year: 2017 ▼

Choose Teacher in your School: Pick a Teacher from this list... ▼

Choose Class Year:

Choose Subjects:

| Pick a Teacher from this list... |
| Z(|
| S| |
| B) |

Cancel   Add Subject

Choose the Teacher from the list.

Fig1.2 Choose the Class /Year

| School | Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Account |

Here a School can Assign Subjects to Teachers.

Year: 2017 ▼

Choose Teacher in your School: Pick a Teacher from this list... ▼

Choose Class Year: ▼

Choose Subjects:

Cancel   Add Subject

Please Note: You can only see Su... acher in this sch

| Year-10(Stream 1) |
| Year-10(Stream 2) |
| Year-10(Stream 3) |
| Year-10(Stream 4) |
| Year-11(Stream 1) |
| Year-11(Stream 2) |
| Year-11(Stream 3) |
| Year-11(Stream 4) |
| Year-12(Stream 1) |
| Year-12(Stream 2) |
| Year-12(Stream 3) |
| Year-12(Stream 4) |
| Year-12(Stream 5) |
| Year-13(Stream 1) |
| Year-13(Stream 2) |
| Year-13(Stream 3) |
| Year-13(Stream 4) |

Choose the Class/ Year of the teacher

Fig1.3 Choose the subjects taught by the teacher

| School | Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts |

Here a School can Assign Subjects to Teachers.

Year: `2017 ▼`

Choose Teacher in your School: `TEACHER TECHNICAL-ED8A ▼`

Choose Class Year: `Year-10(Stream 4) ▼`

Choose Subjects: `▼`

`English`
`Mathematics`
`Urdu`
`Rotuman`
`Na Vosa Vaka Viti`
`Hindi`
`Basic Science`
`Social Science`
`Commercial Studies`
`Arts and Healthy Living`
`Home Economics`
`Basic Technology`
`Basic Graphics Technology`
`Agricultural Science`
`Office Technology`
`French`
`Family Life`

`Cancel` `Add Subject`

Please Note: You can only see Su... Rotuman ...this school.

`No Subjects Loaded`

Choose the Subjects

Fig1.4

| School | Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts |

Here a School can Assign Subjects to Teachers.

Year: `2017 ▼`

Choose Teacher in your School: `- TEACHER TECHNICAL-ED8A ▼`

Choose Class Year: `Year-10(Stream 4) ▼`

Choose Subjects: `Rotuman ▼`

`Cancel` `Add Subject` `Get Spreadsheet to View All Teacher Subject Load`

Please Note: You can only se... ...ects Assigned to A Teacher in this school.

Class	Stream	Subject	
10	4	Rotuman	Delete

Click *Add Subject* button to save your data

A table or grid will display your update/ data entered

Click *Get Spreadsheet to View All Teacher Subject Load* button to view the teacher's subject teaching loads

Exit School View | Log Out

School | Staff | | Reports > | Leave > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help >

Classes - Set up the classes at your school Select a class below to view the students in that class.

Add and view classes for this year-> **2017** ▾   You can change this year to add and view classes in a different year.

To add a new class, pick the Class/Form, the Stream and the Teacher below and click Create This NEW Class.

Note: You can create new classes by "carrying over" an existing class. To carry over a class - select the YEAR you want to carry over from, then the class then click the Carry Over button. You can change the year above to see classes in previous years.

If you have any questions please call the District Office for assistance.

Class/Form: 1 ▾   Teacher: Pick a Teacher from this list...   ▾   Create This NEW Class

Stream: 1 ▾   Assistant Teacher: OPTIONAL Assistant Teacher from this list...   ▾

Class Type: Mainstream (normal) ▾

Or, current classes this year are below.

Year	Class	Stream	Class Type	Students	Teacher	
2017	1	1	Mainstream (normal)	22		VIEW Class/StudentInfo
2017	2	1	Mainstream (normal)	24		VIEW Class/StudentInfo
2017	3	1	Mainstream (normal)	18		VIEW Class/StudentInfo
2017	4	1	Mainstream (normal)	16		VIEW Class/StudentInfo
2017	5	1	Mainstream (normal)	28		VIEW Class/StudentInfo
2017	6	1	Mainstream (normal)	12		VIEW Class/StudentInfo
2017	7	1	Mainstream (normal)	15		VIEW Class/StudentInfo
2017	8	1	Mainstream (normal)	21		VIEW Class/StudentInfo

STUDENTS & TEACHERS

Setting up Classes

A new Class can be set up to capture student details.

1. Click on Classes/Students
2. To create a class:
   a. Select the Class/Year, stream, teacher
   b. Click on Create this New Class

Viewing a Class/ Year

The Class/ Year that is created or an existing Class/ Year can be easily viewed

Click on Classes/Students
Click on View Class/Student Info

Changing the Class/Stream/Teacher

1. Select the class/ year to change the teacher

2. Click on Change the Teacher button

Adding Student to a Class

This is a very important step where the existing students in FEMIS can be added to the class/Year by searching. New students can be created.

4 options to add the student to a Class/Year

1. Click on Add Student to this Class
2. Option 1: Enter the BDM Number
3. Option 2: Enter the FEMIS student ID
4. Option 3: Enter the student's personal details such as Surname, First Name, Date of Birth and Father's Name
5. Option 4: Register a New Student

> The schools can only register new students for Early Childhood Education (ECE) and Year 1. The schools can contact their respective Education Districts to register new students at other levels. 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 Registration number shall be uploaded or 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.

Student Attendance

Click in the box if the class/ Year had 100% attendance in the week

Refer to the absent code and the absent reason.

Calendar showing the week starting and week ending.

1. Select a Class/Year
2. Click on Attendance tab
3. Enter the absent code only if the student is absent

Leave the boxes blank if the student is present. Attendance data shall be entered into the FEMIS database on a weekly basis or as soon as practicable.

Assigning Subjects to the Whole Class

1. Select a Class/Year
2. Click on Subjects tab
3. Pick a subject from the list
4. Click on Add above Subject to ALL Students in this class

Viewing Student Information

1. Click on Classes/Students
2. Select a Class/Year
3. Click on View Class/ Student Info option

To view individual student information in the class

Basic Information

Repeater ; you have to specify whether this student is a repeater **Yes** or **No**.

New Student; you have to specify if the student is new or not by selecting the **Yes** or **No**.

Boarder; does the student board in your school **Yes** or **No**.

Citizenship of student; you have specify whether the student is local, international, regional. The citizenship of student is very important because the free education grant is only given to the Fijian students (local)

Click Save and Go To Class button, it will save the page and take you to the class list.

Click Save button, to save and stay on the same page.

Enter the Birth Registration Number, refer to the Birth Certificate of the child

When the child enrols to your school in the middle of the term, then amend their start date and put appropriate comment after adding them to the class.

When the child leaves your school, in the middle of the term, then put the end date when the child took the clearance and put appropriate comment and remove the start/end date thereafter with the comment "Did not attend this term"

Student ID: auto generated by the system
First Name : Enter the student's first name from the Birth Certificate
Surname: Enter the student's surname
Birth Registration Number : Enter the birth registration number from the student's birth certificate
Other Names : Enter the student's other name
Father's Name : Enter the student father's name. If single parent then do not enter mother's name here. Enter mother's name in Home Life information of the student.
Gender : Select from the student's gender whether it is female or male
Ethnicity : select from the student's ethnicity list
Start Date: term dates of the school start.
End Date : term dates of the school end.
New Student: specify if the child enrolled in your school in the current year or a continuing student by selecting Yes or No.
Repeater: specify if the child is repeating the level by selecting Yes or No
Boarder: specify if the child is a boarder by selecting Yes or No
Citizenship of students: need to identify the child's citizen whether it's local, international or regional
Transport: need to identify the mode of transport of the child by selecting any from the list given.

Assigning Subjects to Individual Students

1. Select Subjects taken by the Student
2. Click on Add Subject

Student Home Life Information

This Section captures personal bio data of students including home contact, mother's and father's details, emergency contact and so on.

Schools need to update this important information for every student

Handling Student Movement In FEMIS

If the student leaves the school in the middle of the terms **do not move** that student, follow the instruction as follows

(a) Update end date of the student (student's last day in your school)
(b) **Term 2**; remove the start date/end date; select the comment "*Did not attend this term*"
(c) **Term 3**; remove the start date/end date; select the comment "*Did not attend this*

This is where the changes take place if the student moved out of your school in the middle of the term

All student registration and other school-based data available at the start of the school year should be entered either into the FEMIS database or on the FEMIS database Form by the end of 4th week of Term 1 in the current school year. All completed FEMIS database Forms shall be submitted to the relevant Education District Office. The District Education Officer shall monitor and follow-up on the compliance of this procedure.

FEMIS

Exit School View | Log Out

School | Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help >

Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave
Library | Food and Canteen

Water | Sanitation | Hygiene | Buildings | Resources | Damage Assessments | Relief PROVIDED | Relief NEEDED | Textbooks
Milk

Water

Use this page to enter water source data for this school. Only one entry can be made for each school.

No data on Water Assets...

Update Water Source Data

ASSETS

Buildings

Water/ Sanitation/ Hygiene/ **Building** and **Resources** will be updated by School Heads

Relief PROVIDED/Relief NEEDED and **Surveys** will be updated by AMU/as per District Office.

From School Login page;
Step 1: Click **Assets**
Step 2: Click **New Building** button. A new page will load for the School Head to enter the necessary data as displayed as in
Step 3: Enter data in the appropriate *textbox*.

- Enter the Lot number or Lease Number
- Enter number of classrooms
- Enter number building length
- Enter year when the building was built
- Click checkbox if the building is Cyclone Resistant
- Name of the Engineer/ Company

Update the required information

1. Enter/ Update the building information
2. Enter the name of the person/Company that did the building survey
3. Enter the date when the building survey was done
4. Click on Save

Different entries can be done for different buildings such as staff quarters, classrooms and so on. The building page has to be reviewed every year by the school. The Asset and Monitoring Unit shall accept the responsibility for the accuracy of the school facility/infrastructure data.

Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help >

Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave
Library | Food and Canteen

Water | Sanitation | Hygiene | Buildings | Resources | Damage Assessments | Relief PROVIDED | Relief NEEDED | Textbooks
Milk

Sanitation   Surveyed in Year: 2017

Place your mouse cursor over a textbox to view a tooltip for that textbox (if available).
Fill in all the fields for they are all required.
Do not enter $ for the Maintenance/Replacement Cost - enter numbers only.

Sanitation Type:	...	▼	Condition at time of survey:	... ▼
Are the toilet facilities easily supervised from classrooms:	...	▼	Are the toilets separate for boys and girls:	... ▼
Functional Toilets are accessible via wheel-chair/access ramps:	...	▼	Are the toilet doors functional:	... ▼
What is used to clean the toilet:	...	▼		
Number of urinals:			Are the children provided with toilet papers:	... ▼
How often are the toilets cleaned:	...	▼		
Are the toilet facilities located 0m to 20m from classrooms:	...	▼	Are the toilet facilities at least 30m from water sources:	... ▼
Is there any other sanitation type available:	...	▼		

WATER, SANITATION AND HYGIENE

WASH Module– Water, Sanitation and Hygiene

Click Assets to get the page as displayed below
Water

| Basic | ls | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave |

| Library | d and Canteen |

| Water | itation | Hygiene | Buildings | Resources | Damage Assessments | Relief PROVIDED | Relief NEEDED | Textbooks | Milk |

Water

Use this to enter water source data for this school. Only one entry can be made.

No data on Water Assets...

Add New Water Source Data

Click Add *New Water Source Data* button to display Water Source

Water Source

Surveyed in Year:

Select a **Water Source Type** to enter data for a specific type of water source. This page will change based on the selection.

Place your mouse cursor over a textbox to view a tooltip for that textbox (if available).

Do not enter $ for the Maintenance/Replacement Cost - enter numbers only.

Water Source Type:

Water Asset Condition:

How often does the school clean water source:

Is there any water tanks inuse by the students:

Maintenance/Replacement Cost (if applicable or 0 if unknown): 0

Maintenance/Replacement Comment (if applicable):

Is it Functional:

Is water from this source use for drinking:

Is there any other water source type available:

Choose appropriate answer

Choose appropriate answer

Choose appropriate answer

Enter the person who assists the survey.

Surveyed by:

Saved by:

Save

Click **SAVE** button to save the work.

Cancel

Daily
Weekly
Monthly
Never

Surveyed When:

Saved When:

Enter the date of survey

Bore Hole
Rain Water
Packaged Bottle Water
Piped Water
Protected Well/Spring
Unprotected Well/Spring
Desalination
Tanker Truck or Cart
Surface Water(Lake,River,Stream)
No Water Source
Other

Water Source Type list – the list will change based on the selection you choose

Not Supplied
New
Good
Poor
Satisfactory
Very Poor
Part Storm Damage
Destroyed
Extensive damage but repairable
Under construction

Water Asset Condition list – the list will change based on the selection

Sanitation

| Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave |

| Food and Canteen |

| Sanitation | Hygiene | Buildings | Resources | Damage Assessments | Relief PROVIDED | Relief NEEDED | Textbooks | Milk |

Sanitation

This page to enter sanitation facilities data for this school. Only one entry can be made.

New Sanitation data...

[Add New Sanitation Data]

Click *Add New Sanitation Data* button to display **Sanitation**

| Water | Sanitation | Hygiene | Buildings | Damage Assessments | Relief PROVIDED | Relief NEEDED | Textbooks | Milk |

Sanitation

Surveyed in Year: 2017

Place your mouse cursor over a textbox to view a tooltip for that textbox (if available).

Fill in all the fields for they are all required.

Choose appropriate answer from the list

Do not enter $ for the Maintenance/Replacement Cost - enter numbers only.

Sanitation Type:

Are the toilet facilities easily supervised from classrooms:

Choose appropriate answer from the list

Functional Toilets are accessible via wheel-chair/access ramps:

Number of shower facilities in the school:

Enter the number

Number of urinals:

Enter the number

Are sanitary bins provided in toilets:

Choose appropriate answer from the list

Are they located 0m to 20m from classrooms:

Number of changing room for girls in the school:

Maintenance/Replacement Comment (if applicable):

Condition at time of survey:

Are the toilets separate for boys and girls:

Are the toilet doors functional:

What is used to clean the toilet:

Are the children provided with toilet papers:

How often are the toilets cleaned:

Are the toilet facilities at least 30m from water sources:

Is there any other sanitation type available:

Maintenance/Replacement Cost (if applicable or 0 if unknown): 0

Choose appropriate answer from the list given

Answer the question Yes or No

Answer the question Yes or No

Choose washing agent use to clean the toilet

Answer the question Yes or No

Choose appropriate answer from the list

Enter number

Choose appropriate answer from the list

Surveyed by:

Saved by:

[Save]

Enter your name

[Ca...]

...
Flush
Pour-Flush/Water Seal
Pit Latrines with Slab
Composting Toilets
Pit Latrines without Slab
Bucket Latrines
No Toilets or Latrines

Surveyed When:

Saved When:

Enter the date

Click **SAVE** button to save the work

Answer the question Yes or No

Choose appropriate answer from the list provided

Hygiene

Basic | De... | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave
Library | F... and Canteen

Water | S...tion | Hygiene | Buildings | Resources | Damage Assessments | Relief PROVIDED | Relief NEEDED | ...

Hygiene

Use this page ... hygiene data for this school.

No hygiene d...

Add New Hygiene Data

Click *Add New Hygiene Data* button to display **Hygiene**

...
...
Water Only
Soap Only
Water and Soap
Neither Water or Soap

Individual
Group
Both Group and Individual
Tap
Basin

Choose appropriate answer from the list given

Water | Sanitation | Hygiene | Buildings | ...es | Damage Assessments | Relief PROVIDED | Relief NEEDED | Textbooks | Milk

Enter number of taps available in School

Hand Washing

This page is used for entering Hygiene details for a school.

Handwashing Facility at the School:

Number of Taps the School has:

Choose appropriate answer from the list given

Does the school have daily group hand washing program:

Are handwashing facilities accessible to children with physical disabilities:

Choose appropriate answer from the list given

Location of handwashing facility at each toilet block:

Does the school have daily group tooth brushing program:

Choose appropriate answer from the list given

Does the school have daily group face washing program:

Waste Disposal

How does the school dispose rubbish?

Choose appropriate answer from the list given

Hygiene Education

Is personal hygiene taught at the school or part of the curriculum?

Surveyed in Year:

Handwashing Type:

Handwashing Material Available:

Do the teachers supervise handwashing with soap after visiting toilets and before meal:

Are handwashing facilities accessible to younger children, Year 1-3(600mm from floor):

Are handwashing facility separate for boys and girls:

How often is rubbish disposed:

Is menstruation related education taught at school?

Choose appropriate answer from the list given

Choose appropriate answer from the list given

Choose appropriate answer from the list given

...
Daily
Weekly
Monthly

Enter the date

Choose appropriate answer from the list given

Surveyed by:

Saved by:

Save

Surveyed When:

Saved When:

Cancel

Enter your name

Click **SAVE** button to save the work

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FEMIS

| Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help > |

| Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave |
| Library | Food and Canteen |

Enter EXPENSES (including Vouchers) here

Go to Reports | Finance | Expense Detailed to get a printed report of expenses. Go to Reports | Finance | Application For Virement form or click here .

[Show Existing Expenses] Expense IDs are generated for all MoE expenses, not just this school [Print Saved Voucher]

			VAT Rate: 9.0 %
Transaction ID:	NEW		
Date:		Payment Type:	**Detail Lines for this expense**
Type of Expense:			**Description:**
Invoice Number:		Payee:	**Detail Amount:**
Expense Amount:	$0.00	Cheque Number:	VAT: ○ Yes ● No
			Adding more than one detail line ○ Yes ● No
Last Saved By:		When:	
Add NEW Expense		Save and Print	

FINANCE

Revenue

The revenue information for the previous year as per the audited financial report is entered here.

Revenue screen:

Tabs: Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave | Library | Food and Canteen

Revenue - basic details, financial summary and revenue. REPORTED in year: 2017

No data exists for this year.

This section provides SUMMARY information for THE LAST COMPLETED FINANCIAL YEAR - i.e. school year 2016

Summary	Amount in dollars
Opening balance: (2016)	Unknown
Total incoming funds:	Unknown
Total expenditure:	Unknown
Closing balance:	Unknown
Cash at hand:	Unknown
Balance at bank:	Unknown
Amount in fixed deposit:	Unknown
Account checked:	Unknown

- You should make sure your accounts balance BEFORE you enter information here. If your accounts do not balance you are not allowed to save.
- Do not use dollar signs or commas.

This section provides REVENUE information received by the school for the LAST COMPLETED FINANCIAL year - i.e. school year 2016

Government Income and grants	Amount	Other Income and grants	Amount
Fee free grants:	Unknown	Provincial councils:	Unknown
Fijian education fund:	Unknown	Religious bodies:	Unknown
Language teacher grants:	Unknown	Non-government organisations:	Unknown
Remission fees:	Unknown	Community contributions/donations (old scholars, womens's club etc):	Unknown
Form 7 grants:	Unknown	Foreign agencies/embassies:	Unknown
Per capita grants for boarding school:	Unknown	Building fund fees (non-government grants):	Unknown
In centre grants (vocational schools):	Unknown	Income generating activities (eg. bazaar, concert, fund drives):	Unknown
Building grants from the ministry:	Unknown	Sales from school canteen:	Unknown
Furniture grants:	Unknown	Interest from fixed deposit:	Unknown
Transport grants:	Unknown	Others:	Unknown
Other government ministries:	Unknown	Vocational product sales:	Unknown
		Total Income (balances above):	0.00

[Save]

Do not leave the textbox "unknown"; if the textbox is not applicable to you-put 0.00 to the textbox.

1. Select Revenue
2. Enter the values from the audited financial report
3. Click on Save

Expenditure

The expenditure information for the previous year as per the audited financial report is entered here.

Expenditure screen:

Tabs: Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave | Library | Food and Canteen

Expenditure. REPORTED in year: 2017

No data exists for this year.

This section indicates the school EXPENDITURE in the THE LAST COMPLETED FINANCIAL YEAR - i.e. school year 2016

You should make sure your accounts balance BEFORE you enter information here. If your accounts do not balance you are not allowed to save. Do not use dollar signs or commas.

Recurrent expenditure

Instructional materials (text books, exercise books, pencils, pens, teacher stationary, science equipment):	Unknown
School tools (gardening tools, carpentry tools):	Unknown
General school equipment (generator, photocopiers, fax, computer printer, video set sound system):	Unknown
Computing equipment (computers, printers, Internet connections):	Unknown
Sports equipment:	Unknown
Teacher salaries (licensed):	Unknown
Salary to support staff:	Unknown
Administration (cost of running the school office):	Unknown
Land lease:	Unknown
Loan repayment:	Unknown
Travel costs (for teachers, students and committee members):	Unknown
School ground maintenance (lawn mowing, mower repairs):	Unknown
Water:	Unknown
Electricity:	Unknown
Telephone/fax:	Unknown
School furniture:	Unknown
Prizes:	Unknown
Building maintenance:	Unknown
Meals costs for boarders:	Unknown
Other:	Unknown
Total recurrent expenditure (balances above):	0.00

Capital expenditure

New facilities:	Unknown
Building materials and construction:	Unknown
New equipment:	Unknown
Miscellaneous:	Unknown
Total capital expenditure (balances above):	0.00

[Save]

Do not leave the textbox "unknown"; if the textbox is not applicable to you-put 0.00 to the textbox.

1. Select Expenditure
2. Enter Expenditure under the appropriate category
3. Click on Save

> **You should make sure your accounts balance BEFORE you enter information here. Submission of Audited Financial Report shall be provided by the School Management within four (4) weeks of the school Annual General Meeting.**

Expenses (Vouchers)

The acquittals for the Tuition Fee free Education grant is done in this page.
Financial information entered into the FEMIS database budget acquittal system by the school to account for payments made shall be entered by the school within three (3) days of the payment being issued.

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.

1. Click on Expenses (Vouchers)
2. Enter the date of the purchase of the item and invoice number
3. Select the payment type; cash payment, bank payment (for cheques) or suspense account
4. Select the type of Expense (Admin- Accounting, Admin – General, Buildings – Electricity, Computer – Assets- Computers, Library- Library Books, PE, Music, Arts – Sports Equipment, Stationery – Paper and so on)
5. Enter the name of payee
6. Enter the cheque number
7. Add the description of the item purchased
8. Enter the amount of the item purchased as in the invoice
1. Click on Save and Print option to Save

Showing Existing Vouchers

Select **Vouchers.** Select **Show Existing Vouchers** button – to show all the previous entries done.

Income Information

This page contains School Income information

Basic	Details	Revenue	Expenditure	Assets	Supp Staff	P/T Staff	Expenses (Vouchers)	Income	Docs	Grants	Leave

Library	Food and Canteen

Enter INCOME here

Go to Reports | Financial | Income Detailed Report to get a nice printed report of income.

Show Existing Income   Transaction ID: **NEW TRANSACTION**

Date: Chart of Accounts: ▼

Description: Detail Amount:

           Grant Income - ECE Tuition Subsidy **Grant**
           Grant Income - Free Education Grants (Pri and Sec)

Save Transaction   Save and Start New Transaction   Grant Income - Others
           Grant Income - Per Capita Boarding Grant (Pri and Sec boarding schools)

Last Saved By: When: Grant Income - Remission of Fees for hostel for boarding schools
           Grant Income - Special Education School Grant
           Grant Income - Vocational Tuition Grant
           Other - Canteen
           Other - Donations
           Other - Equipment and Hall Hire
           Other - Others

1. Enter the date
2. Select the appropriate Chart of Accounts
3. Enter the description and amount
4. Click on Save Transaction or Save and Start New Transaction

Class Audit

Purpose of Class Audit

The main purpose of Class Audit is to verify the class data to ensure that it is correct, complete and current. Schools need to do class audit to ensure timely distribution of Tuition Fee Free Education Grant (FEG).

How to do Class Audit.

School Heads from your school login page, please monitor the following **steps 1-3** to do Class Audit of your classes in terms 1, 2, 3.

> **Note**: Schools need to update all the classes/ students before the audit of the classes. School Heads need to monitor the FEMIS Admin Officer's work by running few reports on **Data Quality; "Students entered twice in different schools"** and **"Citizenship data"** on a regular basis. These two reports should have <u>zero students</u>.
> As per the FEMIS Policy, Class Audit timeline shall be strictly adhered by all School Head Teachers and Principals and must be specifically conducted at the end of the following weeks:
> > Week 5 of Term 1
> > Week 4 of Term 2
> > Week 4 of Term 3

Step 1. Click **Classes/Students** —will open your class list for the current year.

School	Staff	Classes/Stu...	Reports >	Leave >	Teacher Accounts	Resources	Maps	Help >

Classes - Set up the classes at your school. Select a class below to view the students in that class.

Add and view classes for this year-> **2016** You can change this year to add and view classes in a different year. → **Select the Year**

To add a new class, pick the Class/Form, the Stream and the Teacher below and click Create This NEW Class.

Note: You can create new classes by "carrying over" an existing class. To carry over a class - select the YEAR you want to carry over from, then the class then click the Carry Over button. You can change the year above to see classes in previous years.

If you have any questions please call the District Office for assistance.

Class/Form: PreSchool ▾   Teacher: Pick a Teacher from this list...   · [Create This NEW Class]

Stream: 1 ▾   Assistant Teacher: OPTIONAL Assistant Teacher from this list... ▾

Class Type: Mainstream (normal) ▾

Or, current classes this year are below.

Year	Class	Stream	Class Type	Students	Teacher			
2016	10	1	Mainstream (normal)	46		VIEW Class/StudentInfo	DeleteTheClass	ChangeStream/Teacher(s)
2016	10	2	Mainstream (normal)	67		VIEW Class/StudentInfo	DeleteTheClass	ChangeStream/Teacher(s)
2016	10	3	Mainstream (normal)	49		VIEW Class/StudentInfo	DeleteTheClass	ChangeStream/Teacher(s)
2016	10	4	Mainstream	43		VIEW	DeleteTheClass	ChangeStream/Teacher(s)

Click the link to view a class list as display in Step 2

Step 2. Click the link *ViewClass/StudentInfo* to open or display the class list as detailed below

This is the student list or the class list that you will **Audit** as shown in Step 3

Step 3. Click the *Class Audit* button to open or display the page to verify class data for **Audit Purposes** as detailed below. Each **class** need to be audited in order for the release of FEG to the school account.

To review the summary of the data for this class. Confirm the data is **correct** by clicking the **checkbox** below.

Once the school verified the class data is accurate or correct. Please take note the colour changes to green.

School Heads can print form by selecting or clicking on *Print Census Form* Buttons for the 3 terms.

Please click this checkbox to audit your classes

Class Audit has to be done termly

Once you indicate the class details are correct some parts of the class become locked.

You can still add attendance and change many things but FEMIS will not let you change the citizenship of students in a locked class.

Also, you **cannot add new students to a locked class** unless the student start date is after the audit date.

Schools can check class audit status by using the following steps:
Click on Reports >> Select Basic Indicators Report (audited) >> Select the appropriate term >> Click on Get Spreadsheet

NOTE: Please contact your District Office if you need to unlock the class.
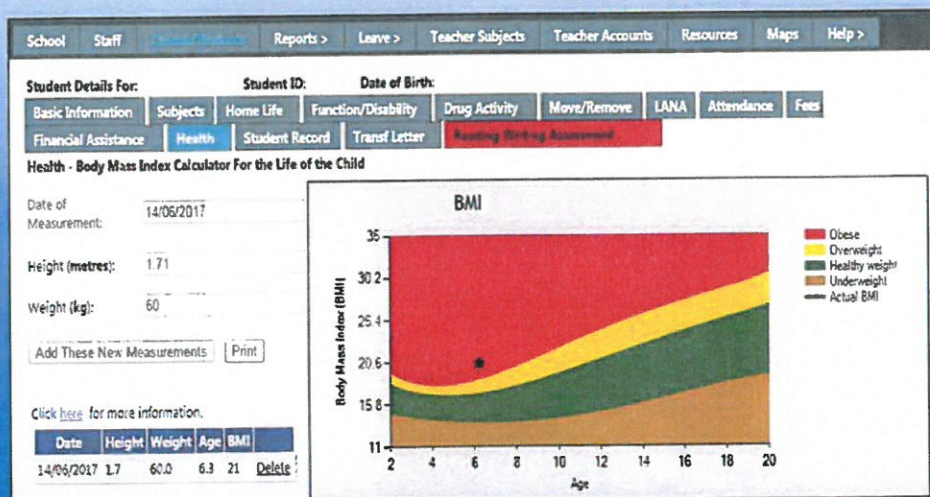
Student Health Information

Student's body mass index is calculated and a graph shows the status of student's health (obese, overweight, healthy weight and underweight).

1. Enter the Height in Metres

2. Enter the Weight in Kilograms

3. Click on Add These New Measurements option

In case of incorrect data entry, click delete button and re-enter the values.

FEMIS

| School | Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help > |

| Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave |
| Library | Food and Canteen |

| Library Room | Library Staffing | Existing Book Collection | Donated Book Collection | Purchased Book Collection |

Library Room

Choose Year: 2017 ▾

Does your School have a Library? No ▾

If No - Please state reasons:

Is Your School Library Room...   ---   ▾
If Shared room, Please specify: ---   ▾
What is the Floor Size : (in meters) [
How are the Books kept?   ---   ▾
Is Your Library Collection -   ---
Has your School received any assistance from Library Services of Fiji? No ▾
If you answered Yes, Please indicate which Year was the LAST assistance: 2017 ▾

LIBRARY

School Library Information

Step 1 – Click **School** Tab to dis-   play the **school information** as illustrated in *Fig1*.

Fig 1

| School | Staff | Classes/Students | Reports › | Leave › | Teacher Accounts | Resources | Maps | Help › |

| Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave | Library |

Welcome! Show these dashboard indicators for: 2016

A Good Place To Start Is Here -> Set Up Your School

You can download Instruction Manual from Help Menu or Download by Clicking HERE

See the latest FEMIS updates by clicking HERE

Number of Students:	689	Missing Citizenship Data:	0
Missing Birth Cert (or passport) Numbers: 0		Bus Assistance Amount:	$39,411.64
Number of teachers:	17	All Student Financial Assistance: $0.00	
Teacher Pupil Ratio:	40.53	Average Teacher Age:	35

Funding	Allocation	Spent	Unspent
Admin	$42,417.46	$17,138.41	$25,279.05
Buildings	$28,278.31	$22,720.64	$5,557.67
Computer	$21,208.73	$15,371.00	$5,837.73
Library	$14,139.15	$8,778.27	$5,360.88
PE, music, arts	$14,139.15	$3,341.00	$10,798.15
Stationery	$21,208.73	$15,399.63	$5,809.10
Totals:			

Step 2– Click **Library** tab to open the Library page on your screen as illustrated in

Fig 2

| ets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | | Grants | Leave | Library |

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ool

nu or Download by Clicking HERE

g Citizenship Data: 0

ssistance Amount: $39,411.64

ident Financial Assistance: $0.00

ge Teacher Age: 35

student absent reason: Unknown

Funding	Allocation	Spent	Unspent
Admin	$42,417.46	$17,138.41	$25,279.05
Buildings	$28,278.31	$22,720.64	$5,557.67
Computer	$21,208.73	$15,371.00	$5,837.73
Library	$14,139.15	$8,778.27	$5,360.88
PE, music, arts	$14,139.15	$3,341.00	$10,798.15
Stationery	$21,208.73	$15,399.63	$5,809.10
Totals:	$141,391.53	$82,748.95	$58,642.58

Fig 2.1

| Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave | Library |

| Library Room | Library Staffing | Existing Book Collection | Donated Book Collection | Purchased Book Collection |

Library Room

Choose Year: 2016 • No Library data is entered for this Year.

Does your School have a Library? No •   Choose *No* or *Yes* if your school has a library.

If No- Please state reasons: If you choose *No* then specify the reasons.

Is Your School Library Room...   ···   If you choose *Yes* then specify the type of the room.

If Shared room, Please specify: ···   If you choose *Shared room* then more clarification is needed.

What is the Floor Size : (in meters)   Enter the floor size.

How are the Books kept?   ···   Choose appropriate answer from the list.

Is Your Library Collection -   ···   Choose appropriate answer from the list.

Has your School received any assistance from Library Services of Fiji? No •   Choose appropriate answer from the list: *Yes* or

If you answered Yes, Please indicate which Year was the LAST assistance: 2016 •   If your answer is *Yes*, then you need to select the year when last assistance was received.

Step 3 - Click **Library Staffing** tab

Fig 3

| Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave |

Library

| Library Room | Library Staffing | Existing Book Collection | Donated Book Collection | Purchased Book Collection |

School Library Staff

All staff must have a T Number. Do not use the TRB number.

Enter the staff type

Enter TPF/EDP of the librarian/staff

Choose Year: 2016 ▾

TPF:

Staff Type: Full Time ▾

Has Library Qualification: No

Update if the staff has any qualification in library

Add Staff

Click Add Staff to save or write the information. A table or grid will display the data entered.

No Staff entered for Selected Y

Below is a screen shot after updating the **School Library Staff** page. A *table* or *grid* will display after you click **Add Staff** button.

Fig

You need to clarify if you have a Full Time staff, Teacher Librarian or Admin

Library

Choose Yes or No depending on if the officer has Library Qualification

| Library Room | Library Staffing | Existing Book Collection | Donated Book Collection | Purchased Book Collection |

Enter the TPF of the officer

School Library Staff

All staff must have a T Number. Do not use the TRB number.

Choose Year: 2016 ▾

Select the year to update the staff

TPF: 53523

Staff Type: Teacher Librarian ▾

Has Library Qualification: No

Click *Add Staff button* to save the data

Add Staff

Staff TNo	Name	Staff Type	Library Qualification	
53523	KITIANA LILIWAIMANU RATUROBA	Teacher Librarian	No	Delete

Delete link to remove the staff entry in the table.

Step 4 Click **Existing Book Collection** tab

Fig 4

| Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave |

Library

| Library Room | Library Staffing | Existing Book Collection | Donated Book Collection | Purchased Book Collection |

Existing Book Collection - Enter all books from Last Year

Choose Year: 2016 ▾

Total Books available in Library:

Fiction Books: 0   General Collection Books: 0   Reference Books: 0

Pacific Collection Books: 0   Teacher Resources Books: 0   Easy Readers Books: 0

Add Library Books

No Books recorded for this Year

Click *Add Library Books* to display the page illustrated on step 4.1

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Fig 4.1 This is the page to enter all existing book collection. Select the year to update the books you receive for the year.

Fig 4.1

Choose the Year to update the books received

Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave

Library

Library Room | Library Staffing | Existing Book Collection | Donated Book Collection | Purchased Book Collection

Existing Book Collection - Enter all books from Last Year

Choose Year: 2016 ▾

Date:

Enter the number of General Collection Books received

Enter the number of Reference Books received

Fiction Books: General Collection Books: Reference Books:

Enter the number of Easy Resources Books received

Pacific Collection Books: Teacher Resources Books: Easy Resources Books:

Enter the number of Fiction Books received

Enter the number of Pacific Collection Books received

Enter the number of Teacher Resources

Saved By: Saved When: LastSavedBy: LastSavedWhen:

Save | Cancel

Click **Save** button to save the data or to update the page

Click **Cancel** button to cancel the update

The next screen shot in **Fig4.2**, shows the *data or information updated will be displayed at the bottom*

Fig 4.2

Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave

Library

Library Room | Library Staffing | Existing Book Collection | Donated Book Collection | Purchased Book Collection

Existing Book Collection - Enter all books from Last Year

Choose Year: 2016 ▾

Total Books available in Library:

Fiction Books: 12   General Collection Books: 29   Reference Books: 18

Pacific Collection Books: 10   Teacher Resources Books: 20   Easy Readers Books: 40

Add Library Books

	Fiction Books	General Collection	Reference Books	Pacific Collection	Teacher Resources	Easy Readers	
ViewToEdit	12	29	18	10	20	40	Delete

Step 5 Click **Donated Book Collection** button

Fig 5   Library

Library Room | Library Staffing | Existing Book Collection | Donated Book Collection | Purchased Book Collection

Click **Add Library Books** to display the page as illustrated in **Step 5.1**

Donated Book Collection - Enter ONLY Donated books received this Year

Choose Year: 2016 ▾

Total Books available in Library:

Fiction Books: 0   General Collection Books: 0   Reference Books: 0

Pacific Collection Books: 0   Teacher Resources Books: 0   Easy Readers Books: 0

Add Library Books

No Books recorded for this Year

Step 5.1 Click **Add Library Books** tab

Fig 5.1

Choose the Year to update the books received

| Library |

| Library Room | Library Staffing | Existing Book Collection | Donated Book Collection | Purchased Book Collection |

Donated Book Collection - Enter ONLY Donated books received this Year

Enter the date

Select the appropriate donor from the list by selecting the down arrow key.

Choose Year: 2016 ▾

Enter the number of General Collection Books received

Date:

Enter the number of Fiction Books received

Fiction Books:

General Collection Books:

Donated By: Library Service of Fiji ▾

Reference Books:

Enter the number of Easy Resources Books received

Pacific Collection Books:

Teacher Resources Books:

Easy Resources Books:

Enter the number of Pacific Collection Books received

Enter the number of Teacher Resources Books received

Saved By: Saved When: LastSavedBy: LastSavedWhen:

Enter the number of Resources Books received

| Save | | Cancel |

Click **Cancel** button to cancel the update

Click **Save** button to save the data just update the page

Step 6 Click **Purchased Book Collection** tab

Fig 6

| Library |

| Library Room | Library Staffing | Existing Book Collection | Donated Book Collection | Purchased Book Collection |

Purchased Book Collection - Enter ONLY books Bought by School this year

Choose Year: 2016 ▾

Total Books available in Library:

Fiction Books: 0   General Collection Books: 0   Reference Books: 0

Pacific Collection Books: 0   Teacher Resources Books: 0   Easy Readers Books: 0

| Add Library Books |

No Books recorded for this

Step 6.1 Click **Add Library Book** button to load the page as displayed as *Fig6.1*.

Fig 6.1 | Library |

Enter

| Library Room | Library Staffing | Existing Book Collection | Donated Book Collection | Purchased Book Collection |

Purchased Book Collection - Enter ONLY books Bought by School this year

Enter the number of Easy Resources Books purchased

Enter the date purchased

Choose Year: 2016 ▾

Enter the number of General Collection Books purchased

Date:

Enter the number of Fiction Books purchased

Fiction Books:

General Collection Books:

Reference Books:

Pacific Collection Books:

Teacher Resources Books:

Easy Resources Books:

Enter the number of Pacific Collection Books purchased

Enter the number of Teacher Resources Books purchased

Enter the number of Easy Resources Books purchased

Saved By: Saved When: LastSavedBy: LastSavedWhen:

| Save | | Cancel |

Click **Cancel** button to cancel the update

Click **Save** button to save the data just update the page

In the next screen shot, **Fig 6.2** displays the results when you click the **Save** button. A table or grid will be displayed to show the updated data in **Step 6.1**.

Fig 6.2

| Library Room | Library Staffing | Existing Book Collection | Donated Book Collection | Purchased Book Collection |

Purchased Book Collection - Enter ONLY books Bought by School this year

Choose Year: 2017 ▾

Total Books available in your Library:

Fiction Books: 12   General Collection Books: 3   Reference Books: 24

Pacific Collection Books: 12   Teacher Resources Books: 19   Easy Readers Books: 6

| Add Library Books |

	Fiction Books	General Collection	Reference Books	Pacific Collection	Teacher Resources	Easy Readers	
ViewToEdit	12	3	24	12	19	6	Delete

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FEMIS

Exit School View | Log Out

Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help >

Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave
Library | Food and Canteen

Food and Canteen

This page is used for entering Food and Canteen data for a school by year.

Canteen

		For Year:	2017 ▼

Does the school have a canteen? — Unknown ▼   Who operates the canteen? — Unknown ▼

Contractor name (if outside contractor):   Rent the contractor pays ($):

Drinks sold at canteen: Food items sold at canteen:

Does your canteen have a fridge? — Unknown ▼   Does the canteen provide benches and tables for eating? — Unknown ▼

Does it have hand-washing facilities? — Unknown ▼   Distance of hand-washing facilities: — Unknown ▼

Food

Does the school have cooking facilities? — Unknown ▼   Type of cooking facility: — Unknown ▼

Save

Saved By:	Not Saved	Saved When:	
Last Saved By:	Not Saved	Last Saved When:	

FOOD & CANTEEN

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Food and Canteen Information

This page includes information regarding school canteen's contractors, drinks sold, food items sold, hand washing facilities, food cooking facilities and storage.

Basic	Details	Revenue	Expenditure	Assets	Supp Staff	P/T Staff	Expenses (Vouchers)	Income	Docs	Grants	Leave

Library	Food and Canteen

Food and Canteen   For Year: 2017 ▼

This page is used for entering Food and Canteen data for a school by year.

Canteen

Does the school have a canteen?	No ▼	Who operates the canteen?	Unknown ▼
Contractor name (if outside contractor):		Rent the contractor pays ($):	
Drinks sold at canteen:		Food items sold at canteen:	
Does your canteen have a fridge?	Unknown ▼	Does the canteen provide benches and tables for eating?	Unknown ▼
	Unknown		
Does it have hand-washing facilities?	Yes	Distance of hand-washing facilities:	Unknown ▼
	No		

Food

Does the school have cooking facilities?	No ▼	Type of cooking facility:	Not Applicable ▼

Save

1. Select whether the school has a canteen

2. If yes then update who operates the canteen

3. Enter the Contractor's name, if applicable

4. Enter the amount of rent paid by the contractor

5. List the drinks and food items sold in the canteen

6. Select if the school has a fridge

7. Select if the canteen has hand washing facilities

8. Select if the canteen provides benches and tables for eating

9. Select the distance of hand washing facilities from the canteen

10. Choose the appropriate option on whether the canteen have cooking facilities

11. Select the type of cooking facilities

12. Click on Save

FEMIS

School | Staff | [Student Accounts] | Reports > | Leave > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help >

Student Details For: **Student ID:**   **Date of Birth:**

Basic Information | Subjects | Home Life | **Function/Disability** | Drug Activity | Move/Remove | LANA | Attendance | Fees

Financial Assistance | Health | Student Record | Transf Letter

Student Learning Profile - part 1

The data for completing this form should arise from a meeting you have had with the parent and other relevant people, using a printed form *Student Learning Profile*

Due to security reasons this form will expire in 20 minutes and you will lose unsaved work.

You should know the TPF of the teacher BEFORE starting to fill in this form

TPF of Teacher Completing this Form:

Parent/guardian completing the form: Name: Date Form Completed:

Relationship to child: ...   ▼   Other (please specify):

Other person involved in completing the form: Name:

Relationship to child: ...   ▼   Other (please specify):

Other person involved in completing the form: Name:

Relationship to child: ...   ▼   Other (please specify):

Q1) Is the child currently using any of the following types of assistive device(s)? (Tick all applicable options; refer to the pictures of assistive devices in the Accompanying Guide; if the child uses NONE of these, please tick option 12)

1.1 Glasses   ☐ (or contact lenses)

1.2 Hearing aid   ☐

1.3 Mobility aid:

  1.3.1 Wheelchair   ☐

  1.3.2 Crutches, walking stick or walking frame ☐

  1.3.3 Other mobility aid, please specify: ☐

DISABILITY TOOLKIT

Student Function/Disability Toolkit

Click to download the Student Learning Profile Form

Click to download the Consent Form

1. Click on Add New or updated Student Learning Profile – part 1

Student Learning Profile

This form is to be filled in FEMIS after meeting with the parent of the child and other relevant people.

1. Enter appropriate responses regarding the conditions of the child
2. Click on Save

Click on Save button regularly while filling in the appropriate responses in this page

Add New Diagnosis

This Section has to be filled after assessments have been done by doctors, therapists or other Medical services

1. Select the Clinical Diagnosis Category
2. Select the Clinical Diagnosis
3. Enter the Clinical Diagnosis Description and the Practitioner/ Service that made the diagnosis
4. Select services received for the condition and further services needed for the condition
5. Click on Save Diagnosis or Save and Add another Diagnosis

School	Staff	Classes/Students	🔲	Reports ▾	Leave ▾	Manage Teacher Accounts	Resources	Help ▾

eExams - Understand the process, indicate your school readiness to participate, and finally print the question and answer papers.

1. Understand the Process	2. Change School Password	3. Confirm School is Ready	4. Print ANSWER Papers	5. Print QUESTION Papers

Step 1) Understanding the eExams Process

By using this system you agree to abide by the 'Oath of Affirmation of Office' and in particular the 'Official Secrets Act 1911 and 1920'.

This year schools will print their own question and answer papers for some exams. It is important you understand this new process. You can download documents below that explain this whole process.

A. Download the eExams circular Here

B. Download the explanatory notes here

C. Download the schedule here

Once you have downloaded and understood the above documents you can move on to the other steps in this process. You will have to change the password of the school in step 2 and provide an indication that your school can print the papers in step 3 before moving on to printing the papers in steps 4 and 5.

EXAMS

ACCESSING STUDENT LANA RESULT

To view students LANA result; you have to select the LANA classes.

From School Login, **Step 1:** select *School/Classes Student* button to display the classes at your school.

Steps 2: To view or print Item Analysis or Class Profile Report. Select a LANA class.

School	Staff	Classes/Students	eExams	Reports >	Leave >	Teacher Subjects	Teacher Accounts	Resources	Maps
Help >									

Classes - Set up the classes at your school Select a class below to view the students in that class.

> Select the year from the drop down menu to view the classes.

Add and view classes for this year-> `2017` ▾ You can change this year to add and view classes in a different year.

To add a new class, pick the Class/Form, the Stream and the Teacher below and click Create This NEW Class.

Note: You can create new classes by "carrying over" an existing class. To carry over a class - select the YEAR you want to carry over from, then the class then click the Carry Over button. You can change the year above to see classes in previous years.

If you have any questions please call the District Office for assistance.

> Now go to **Step 2** to select the LANA classes

Class/Form: 5 ▾

Stream: 1 ▾

Teacher: Pick a Teacher from this list...

Assistant Teacher: OPTIONAL Assistant Teacher fro

Class Type: Mainstream (normal) ▾

Or, current classes this year are below.

Year	Class	Stream	Class Type	Students	Teacher			
2017	1	1	Mainstream (normal)	3		VIEW Class/StudentInfo	DeleteTheClass	ChangeStream/Teacher(s)
2017	2	1	Mainstream (normal)	6		VIEW Class/StudentInfo	DeleteTheClass	ChangeStream/Teacher(s)
2017	3	1	Mainstream (normal)	2		VIEW Class/StudentInfo	DeleteTheClass	ChangeStream/Teacher(s)
2017	4	1	Mainstream (normal)	3		VIEW Class/StudentInfo	DeleteTheClass	ChangeStream/Teacher(s)
2017	5	1	Mainstream (normal)	2		VIEW Class/StudentInfo	DeleteTheClass	ChangeStream/Teacher(s)

School	Staff	Classes/Students	eExams	Reports >	Leave >	Teacher Subjects	Teacher Accounts	Resources	Maps
Help >									

Class - Year: 2017 Class: 5 Stream: 1 Class Type: Mainstream (normal) Teacher:

Students	Add Student to This Class	Change Class/Stream/Teacher	Attendance	Subjects	Carry Over	Class Audit	Att Rep	BMI

Student List - the list of students currently in the class

2 students in the class are listed below (red highlights not current as of today).   LANA Class Exams are listed below

Surname	First Name	DoB	Student ID	Birth Reg. (passport) No.	Bus			No.	Year	Name	Version			
					No	ViewStudentInfo		133	2017	Literacy	5.1	Item Analysis	All Students	Student Map
					No	ViewStudentInfo		134	2017	Literacy	5.2	Item Analysis	All Students	Student Map
								137	2017	Numeracy	5.1	Item Analysis	All Students	Student Map
								138	2017	Numeracy	5.2	Item Analysis	All Students	Student Map

> Above are the LANA Reports Click the link to view or download the Reports

Steps 3, 4 & 5: To view or print Individual Student Report

School	Staff	Class/Students	eExams	Reports >	Leave >	Teacher Subjects	Teacher Accounts	Resources	Maps
Help >									

Class - Year: 2017 Class: 5 Stream: 1 Class Type: Mainstream (normal) Teacher:

Students	Add Student to This Class	Change Class/Stream/Teacher	Attendance	Subjects	Carry Over	Class Audit	Att Rep	BMI

Student List - the list of students currently in the class

2 students in the class are listed below (red highlights not current as of today).   LANA Class Exams are listed below

Surname	First Name	DoB	Student ID	Birth Reg. (passport) No.	Bus			No.	Year	Name	Version			
					No	ViewStudentInfo		133	2017	Literacy	5.1	Item Analysis	All Students	Student Map
					No	ViewStudentInfo		134	2017	Literacy	5.2	Item Analysis	All Students	Student Map
								137	2017	Numeracy	5.1	Item Analysis	All Students	Student Map
								138	2017	Numeracy	5.2	Item Analysis	All Students	Student Map

To view individual student's result, in **Step 3** select a LANA class, it will list down the student list in a class, select **View Student Info** link to view one student's individual report, as displayed below.

Step 4: Below is the page to view one particular student's information to view the LANA Individual Report.

School	Staff	Class/Students	eExams	Reports >	Leave >	Teacher Subjects	Teacher Accounts	Resources	Maps
Help >									

Student Details For:

Basic Information	Subjects	Home Life	Function/Disability	Drug Activity	Move/Remove	LANA	Attendance	Fees

Financial Assistance	Health	Student Record	Transf Letter

Basic Information - for the student above. * The Birth Certificate number is the BDM number. Or, provide a passport number for non-citizens.

Student ID:	Birth Reg (or passport) No.: *	Gender:	Attended ECE:
First Name:	Other Name:	Ethnicity:	
Surname:	Father's name:	Date of Birth:	

Show details for: Year: 2017 Class: 5 Stream: 1

| Term 1 | Start Date: 16/01/2017 | (16/01/2017) | Student started term normally | Term 1 |
| | End Date: 21/04/2017 | (21/04/2017) | Student finished term normally | |

| Term 2 | Start Date: 08/05/2017 | (08/05/2017) | Student started term normally | Term 2 |
| | End Date: 11/08/2017 | (11/08/2017) | Student finished term normally | |

| Term 3 | Start Date: 28/08/2017 | (28/08/2017) | Student started term normally | Term 3 |
| | End Date: 24/11/2017 | (24/11/2017) | Student finished term normally | |

New Student   Unknown ▼   Citizenship of Student: Local

Step 5 This is LANA results for a student, select *ViewResult* to download and print the individual Student Report.

School	Staff	Class/Students	eExams	Reports >	Leave >	Teacher Subjects	Teacher Accounts	Resources	Maps
Help >									

Student Details For:

Basic Information	Subjects	Home Life	Function/Disability	Drug Activity	Move/Remove	LANA	Attendance	Fees
Financial Assistance	Health	Student Record	Transf Letter					

LANA Exams

You can add the student above to a LANA exam by selecting the exam and clicking the button below. You can remove the student from the exam by clicking the appropriate Delete link below. You cannot remove a student from an exam if the student has sat the exam. You can view the LANA results.

No.	Version	School	Name	Year	School Class	
133	5.1		Literacy	2017	5	ViewResults
137	5.1		Numeracy	2017	5	ViewResults

> Select *ViewResults* to download and print the Individual Student Report.

When you select the above link *ViewResults* it will display the LANA result *Provisional Student Report* as shown below.

FEMIS - MINISTRY OF EDUCATION
Education for Change, Peace and Progress
Literacy and Numeracy Assessment (LANA) 2017

PROVISIONAL STUDENT REPORT

ACHIEVEMENT			MOST DIFFICULT LEARNING OUTCOMES
National position	School position	Child position	The Outcomes above the child's shaded bar shows learning outcomes still to be achieved. The Outcomes below the child's shaded bar shows learning outcomes already achieved.

Literacy   Student:

Can predict meanings of words from the context (story/passage)
Uses demonstrative pronouns correctly in a sentence.
Recall the main events of a story
Gains information from reading a technical passage
Uses question tags correctly.
Can change singular nouns to their plural forms.
Uses adverbs correctly in a sentence.
Can spell difficult words correctly.
Can write a paragraph by arranging sentences in the correct order of events.
Uses apostrophe correctly in a sentence.
Uses demonstrative pronouns correctly in a sentence.
Recalls the order of events in a passage
Changes the tense of simple words from past to present
Interprets information from reading a passage
Makes an inference from a passage
Can change reported speech into direct speech.
Recalls the order of events in a passage
Can make predictions from reading story.
Can change singular nouns to plural.
Uses conjunctions to join sentences
Uses text for understanding.
Can identify antonyms of words.
Identifies the author of a story/book/passage.
Uses question mark correctly in a sentence.

(Achievement column: **Advanced**)

How To Access eExams Papers

When you click *eExams* the page will be displayed as shown below.
There are few steps for the **School Heads** to follow which is clearly indicated
in each page.

	Staff	Classes/Students	eExams	Reports >	Leave >	Teacher Subjects	Teacher Accounts	Resources	Maps
Help >									

Basic	Details	Revenue	Expenditure	Assets	Supp Staff	P/T Staff	Expenses (Vouchers)	Income	Docs	Grants	Leave
Library	Food and Canteen										

Welcome! Show these dashboard indicators for: 2017

A Good Place To Start is Here -> Set Up Your School

You can download Instruction Manual from Help Menu or Download by Clicking HERE

See the latest FEMIS updates by clicking HERE

Dear School Heads: Please check the list of current students who are eligible for transport assistance. Funds to be loaded (5.7 MB) indicates assisted students who use Bus as a mode of transport and thus will be using e-ticketing cards and Funds NOT to be loaded (1.1 MB) indicates assisted students who use other modes of assistance such as boats, RSL. These lists are current as of 13 Sep 2017. For queries please contact the Finance section's Transport Assistance Unit on 3220429.

Funding	Allocation	Spent	Unspent
Admin	$4,874.93	$2,402.60	$2,472.33
Buildings	$3,249.95	$0.00	$3,249.95
Computer	$2,437.47	$0.00	$2,437.47
Library	$1,624.98	$0.00	$1,624.98
PE, music, arts	$1,624.98	$0.00	$1,624.98
Stationery	$2,437.47	$1,500.50	$936.97
Totals:	$16,249.77	$3,903.10	$12,346.68

Step 1. *Understand the Process* – The **School Head** needs to understand the process by downloading few documents such as **(a)** download the **eExams Circular**
(b) download the **explanatory notes (c)** download the **schedule**.

School	Staff	Classes/Students	eExams	Reports >	Leave >	Teacher Subjects	Teacher Accounts	Resources	Maps
Help >									

eExams - Understand the process, indicate your school readiness to participate, and finally print the question and answer papers.

1. Understand the Process	2. Change School Password	3. Confirm School is Ready	4. Print ANSWER Papers	5. Print QUESTION Papers
6. Answer Scheme	7. Periodic Table	8. Print LANA Papers		

Step 1) Understanding the eExams Process

By using this system you agree to abide by the 'Oath of Affirmation of Office' and in particular the 'Official Secrets Act 1911 and 1920'.

This year schools will print their own question and answer papers for some exams. It is important you understand this new process. You can download documents below that explain this whole process.

A. Download the eExams circular Here

B. Download the explanatory notes Here

C. Download the Examination schedule Here

D. Download Declaration of Impartiality and Confidentiality Here

> please select the link Here to Download the **eExams** Circular, Explanatory Notes, Examination Schedule and Declaration of Impartiality and Confidentiality Form

Once you have downloaded and understood the above documents you can move on to the other steps in this process. You will have to change the password of the school in step 2 and provide an indication that your school can print the papers in step 3 before moving on to printing the papers in steps 4 and 5.

Once the School Head downloads and understands the above documents then you can move on to the other steps in this process.

You will have to change the password of the school in **Step 2** and provide an indication that your school can print the papers in **Step 3** before moving on to printing the papers in **Steps 4** and **5**.

Step 2. *Change School Password*– the **School Head** will have to change the password for the school FEMIS account at least **10 days** before printing any papers. This is to ensure that only the **School Head** has the password for the FEMIS school account when the papers are printed.

Fig. 2(a)

The papers need to be downloaded within 10 days after changing the School password. If the School password has been reset for more than **10 days** you cannot proceed with **Steps 3-5**.

For example *Fig. 2(a)* shows message "**The School password was reset 501 days ago. You must reset the password before you can download exam papers**". It means that this school last reset their password 501 days ago.

The next screen shot shows that the **School Head** has completed step 2. On *Fig2(b)* **The school password was reset 0 days ago. You can download exam papers now**.

Fig. 2(b)

This is the page where the **School Heads** have to change the password **NOT** the FEMIS Admin Officer or Computer Teacher.

Step 3. *Confirm School is Ready*- The **School Head** indicates that your school is prepared to print question and answer papers. School Head needs to confirm by selecting the appropriate answers provided from the list given.

Identify if the School can print FEMIS reports and select appropriate answer from the list.

Your school has an internet connection that will support this process and select appropriate answer from the list.

Your school has an electricity connection that will support this process. Select appropriate answer from the list.

School Head needs to confirm that your school is ready then you can click **Confirm** button.

Step 4 *Print ANSWER Papers* – This is the page where the **School Head** *Downloads* the **ANSWER PAPER**, *Confirm Downloaded* and *Confirm Printed For All Students*.

If the paper is **READY** then you can click the "**download**" button for that paper to download that paper. If you have successfully downloaded the paper, please indicate so by clicking "**Confirm Downloaded**" button for that paper. If you have successfully printed the paper, please indicate so by clicking the "**Confirm Printed**" button for that paper.

Next is **Step 5** *Print QUESTION Papers* – **School Heads** will print **QUESTION** papers.

If the paper is **READY** then you can click the "**Download**" button for that paper to download that paper. If you have successfully downloaded the paper, please indicate so by clicking the "**Confirm Downloaded**" button for that paper. If you have successfully printed the paper, please indicate so by clicking the "**Confirm Printed**" button for that paper. **DO NOT** click the confirm buttons unless you can actually confirm.

Next are **Steps 6, 7 and 8—Schools** can download **Answer Scheme, Periodic Table and Print LANA Papers**

How to Enter the Marks for Standard Exams in FEMIS

The marks for the standard examinations for example, for Years 7, 9 and 11 are entered in this page.

The external exam registration details of each student enrolled in Years 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.

Step 1: Select *Classes/Students* – to view or list your classes in your school. Select the classes for y7 for primary schools and secondary school **y9 or y11**.

Click **VIEW Class/StudentInf** link to view your Class list as displayed in **Step 2**

Step 2: Select *VIEW Class/StudentInfo* to view your class list as shown next screen shot.

You currently are viewing the class list.

Step 3: Select or click *Subjects* will open or display "**Manage Subjects for the Whole Class**"

These are the links to enter the student marks in the class

Step 4: Now you can update the marks by clicking this link **_Enter Student Marks_** and update the marks for the class as displayed in next screen shot.

Enter the marks for a particular subject

Once you enter the marks for a particular subject, the next step is to click **_Update Marks_** button.

Please note: If the **_Update Marks_** button is not active, *(meaning light grey in colour)* you need to advise Exams and Assessment Unit to enable the button through an e-mail to Exams Office or by calling 3315800.

Step 5: If you can't see the student name in the list where you update the marks, you need to check your subject list for that particular student. The student may not be assigned the subject.

Step5(a) You will have to click link **_ViewClassStudentInf_** to open the class list as shown.

Step5(b) You click link **_ViewStudentInfo_** to view the individual child and verify/update the subject. Now you will go to the **Step4**, you will be able to see missing student name will re-appear where you update the marks.

Step5(c) Once you click link **_ViewStudentInfo_** to view Basic Information for a child. From the menu please select **_Subjects_** will display next screen shot as shown

Next **Step5(e)** to **_Add Subject_** by picking a Subject from this List by clicking the down arrow key to select the subject and then you can **_Add Subject_** to that student.

Step5(d) This where you have to remove the subject individually from the child by selecting the link **_Delete_**.

Please continue the steps **5(a) – (e)** if you can't see your student name in the list in **step 4**.

How to Access the Results Online for Standard Exams

Schools can access the result analysis and certificates for the standard examinations in this page.

Step 1: Select *Reports* from the menu then click to *Standard Examinations*.

Step 2: You will notice 3 types of *Standard Examinations*
(a) Class Results
(b) School Result Notice
(c) Summary Results
Move your cursor to Class Results as shown in *Step3*.

Step 3: Select the class to view the result of that particular class only
(a) **Class Results**
(b) **School Result Notice**
(c) **Summary Results**

Standard Exams Class Reports

This report will print the student marks by subject.

If you select a class, the report will print individual student marks. If you print for a school, district or nationally, the report aggregates the m

If you have any questions please call Examinations and Assessment Unit on 3220563, 3220553 or 3220552.

District: Suva   Changing district will refresh the school list.

School: --All--   • Changing the school will refresh the class list.

Year: 2016 •

Class: --All-- •

Print   Get Spreadsheet

Step 4: Click on Get Spreadsheet to view the results

Step5: **School Result Notice.** This report will print the school results notice.

School Results Notice

This report will print the school results notice.

You must select a school. If you do not select a class the report is prepared for the entire school.

If you have any questions please call Examinations and Assessment Unit on 3220563, 3220553 or 3220552.

District: --All--   • Changing district will refresh the school list.

School: Mahatma Gandhi Memorial School (2348) •   Changing the school will refresh the class list.

Year: 2015 •

Class: --All--   •

Print | Get Spreadsheet

You need to select the class in order to **view/print** the school *results notice sample* displayed below.

Click *GetSpreadsheet* to view results notice of your students in the class.

Step 6: To view **Summary Result**, schools do not select the **class**. If you select the class it will only show the **Class Result** as clearly indicated in *Step 4*.

Standard Exams Class Reports

This report will print the student marks by subject.

If you select a class, the report will print individual student marks. If you print for a school, district or nationally, the report aggregates the marks for the subject.

If you have any questions please call Examinations and Assessment Unit on 3220563, 3220553 or 3220552.

District: Suva   • Changing district will refresh the school list.

School: --All--   • Changing the school will refresh the class list.

Year: 2015

Class: --All--

Print   Get Spreadsheet

Do not select any class, you only have to click the link *Get Spreadsheet* button to give you the summary results as shown in *Step 7*.

FEMIS Standard Examinations - Summary Results

--All--

For: 2015 District: Suva School: --All--

	School Class	Subject	Students	Students >= 50%	Student Perc >= 50%	Min Mark	Max Mark	Median	Mode	Average	Std Dev
10	11	Computer Studies	31	20	64.51612903	0	97	67	0	61.677419	26.04020878
11	11	Economics	38	18	47.36842105	12	98	45	12	54.052631	28.24501618
12	11	English	38	21	55.26315789	6	90	56	6	55.947368	24.73202035
13	11	Mathematics	40	23	57.5	0	90	65	0	56.775	29.23511017
14	9	Basic Science	40	21	52.5	0	98	54.5	0	53.875	28.32520623
15	9	Basic Technology	22	17	77.27272727	32	98	55	32	57.636363	16.37810808
16	9	Commercial Studies	39	22	56.41025641	12	100	56	12	58.692307	26.49940798
17	9	English	38	20	52.63157895	12	90	55	12	51.894736	23.20856025
18	9	Hindi	14	8	57.14285714	0	100	54.5	0	47.428571	36.97548936
19	9	Home Economics	20	9	45	21	98	45	21	57.7	29.06453799
20	9	Mathematics	39	17	43.58974359	0	98	45	0	51.333333	26.7388278
21	9	Social Science	39	23	58.97435897	0	98	67	0	58.435897	25.47939815

Please Take Note:

If you can't see the papers to be downloaded, please check that your student subject details are accurate.

How to Assign the Optional subject to Students

Select individual student in the class to assign the optional subjects to that student

1. Go to *Classes/Students*

2. Select *VIEW Class/StudentInf* – to view the class list or student list

3. Select a student by clicking the link *ViewStudentInfor* – open the student detail page

4. Click *Subject* to assign the optional subject to the student. Select the subject from the list and

   Click *Add Subject*

5. On the Summary Subject you will notice the subject being added.

Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help >

Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave
Library | Food and Canteen

Water | Sanitation | Hygiene | Buildings | Resources | Damage Assessments | Relief PROVIDED | Relief NEEDED | Textbooks
Milk

For Year: 2017 ▼ | Year Level: --All-- ▼

Summary of Textbooks | Damaged/Lost Textbooks | Received Textbooks

Year Level	Subject	Textbook	Required	Received	Damaged	Actual Needed
1	English	English Communication Year 1	21	0	0	21
1	English	English Communication Year 1	21	0	0	21
1	Mathematics	Mathematics Year 1	21	0	0	21
1	Na Vosa Vaka Viti	Viti Dua	21	0	0	21
2	Elementary Science	Elementary Science Teachers Guide	24	0	0	24
2	English	English Communication Year 2	24	0	0	24
2	Healthy Living	Healthy Living Year 2	24	0	0	24
2	Mathematics	Mathematics Year 2	24	0	0	24
2	Na Vosa Vaka Viti	Na Viti 2	24	0	0	24
3	English	English Communication Year 3	16	0	0	16

TEXTBOOKS

Textbook Management Module

The textbook records are updated in this page.

Click **Assets** Tab

| Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help > |

| Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave | Library |

| Buildings | Toilets | Water | Resources | Damage Assessments | Relief PROVIDED | Relief NEEDED | Surveys | Textbooks |

Buildings

Use this page to enter building data for **all buildings** in this school. Each building will have a separate entry.

No building data...

Add Building

Click **Textbooks** tab to open the Textbook page.

Click **Textbooks** tab

| Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help > |

| Basic | Details | Revenue | Expenditure | Assets | Supp Staff | P/T Staff | Expenses (Vouchers) | Income | Docs | Grants | Leave | Library |

| Buildings | Toilets | Water | Resources | Damage Assessments | Relief PROVIDED | Relief NEEDED | Surveys | Textbooks |

For Year: 2016 ▼   Year Level: --All-- ▼

Summary of Textbooks   Damaged/Lost Textbooks   Received Textbooks

Summary of Textbooks button -- will display the textbooks that you received at school

Year Level	Subject	Textbook	Required	Received	Damaged	Actual Needed
1	English	English Communication Year 1	32	0	0	32
1	English	English Communication Year 1	32	0	0	32
1	Mathematics	Mathematics Year 1	32	0	0	32
1	Na Vosa Vaka Viti	Viti Dua	32	0	0	32
2	English	English Communication Year 2	16	0	0	16
2	Mathematics	Mathematics Year 2	16	0	0	16
2	Na Vosa Vaka Viti	Na Viti 2	16	0	0	16
3	English	English Communication Year 3	24	0	0	24
3	Mathematics	Mathematics Year 3	24	0	0	24
3	Na Vosa Vaka Viti	Na Viti Tolu	24	0	0	24
4	English	English Communication Year 4	15	0	0	15
4	Mathematics	Mathematics Year 4	15	0	0	15
4	Na Vosa Vaka Viti	Na Viti 4	15	0	0	15
5	English	English Communication Year 5	13	0	0	13

Click on *Received Textbooks* button to open the page where the schools need to update the number of textbooks received

Click on *Damaged/ Lost Textbooks* button to open the page where the schools need to update the number of textbooks damaged/ lost

Fig1– **Damaged/Lost Textbooks** tab

Step 1: Select the School Year / Level

Fig1.2– **Damaged/ Lost Textbooks**

Step 2: Select the name of the textbook from the list

Fig1.3– **Damaged/Lost**

Step 3: Enter the number of textbook damaged or lost or not returned or unusable.

Step 4: Enter the Date

Step 5: Click **Add Damage Loss** button

Textbook

Once the schools click update a **table or grid** will display as shown below as **Fig1.4**

School Code	School Name	Year Level	Subject	Textbook	Loss Date	Damaged	Saved By	Saved When		
2368	School	1	English	English Communication Year 1	12/08/2016	12		10/01/2017 6:26:00 PM	Edit	Delete

57

Fig2.1– *Received Textbooks* tab

Step 1: Select the School Year / Level as displayed

Fig2.2-*Received Textbooks* tab

Step 2: Select the name of the textbook from the list

Fig2.3– *Received Textbooks* tab

Step 3: Enter the date textbook received as in the dispatch receipt

Step 4: Enter number of copies of textbook received

Step 5: Click *Add Receipt* button to update the record

Once the schools click update, a **table or grid** will be displayed as shown below in *Fig2.4*   *Fig2.4*

School Code	School Name	Year Level	Subject	Textbook	Received Date	Quantity	Saved By	Saved When		
2335	School	3	Na Vosa Vaka Viti	Na Viti Tolu	4/01/2017	10		20/01/2017 7:57:00 AM	Edit	Delete

FEMIS

School	Staff	Classes/Students	Reports >	Leave >	Teacher Subjects	Teacher Accounts	Resources	Maps	Help >

Enter answers for a Yes No Survey for a School for a given date

A school can have answers for the same survey on different dates.

School: ▼   Changing the school will refresh the survey.

Survey: ▼   List Selected Surveys at The School

Date: Get the Survey for the School On This Date
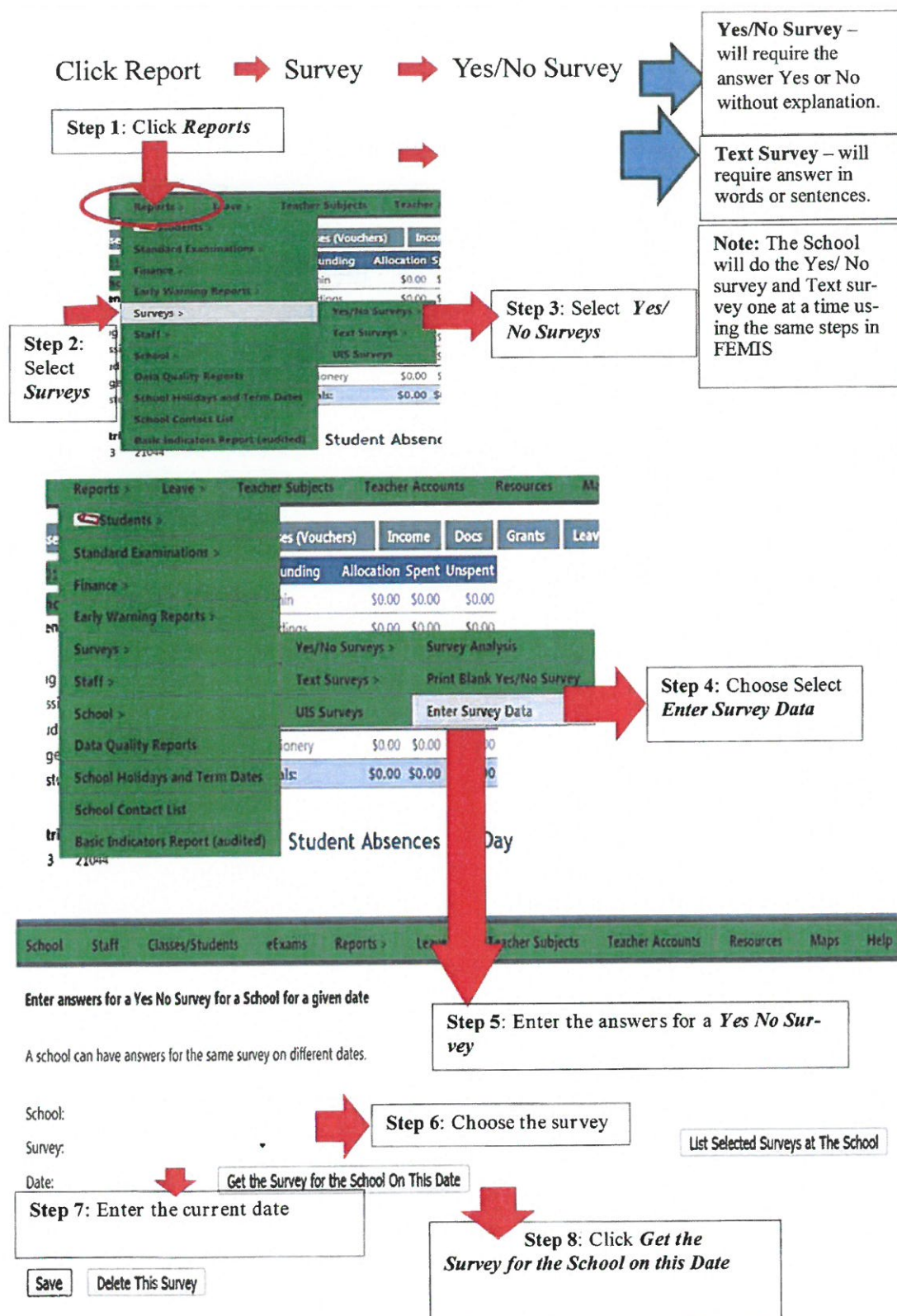
Save   Delete This Survey

ONLINE SURVEY

Entering Survey Data

Schools can do online survey in FEMIS by following the steps given below.

Click Report ➡ Survey ➡ Yes/No Survey

Yes/No Survey – will require the answer Yes or No without explanation.

Text Survey – will require answer in words or sentences.

Step 1: Click *Reports*

Note: The School will do the Yes/ No survey and Text survey one at a time using the same steps in FEMIS

Reports >	Leave >	Teacher Subjects	Teacher

Standard Examinations	es (Vouchers)	Incom
Finance	unding	Allocation S
Early Warning Reports	in	$0.00
Surveys >	ions	$0.00
Staff >	Yes/No Surveys	
School >	Text Surveys >	
Data Quality Reports	UIS Surveys	
School Holidays and Term Dates	onery	$0.00
School Contact List	ls:	$0.00
Basic Indicators Report (audited)		

Step 2: Select *Surveys*

Step 3: Select *Yes/ No Surveys*

Student Absenc

Reports >	Leave >	Teacher Subjects	Teacher Accounts	Resources	M

Students >	es (Vouchers)	Income	Docs	Grants	Leav
Standard Examinations >	unding	Allocation	Spent	Unspent	
Finance >	in	$0.00	$0.00	$0.00	
Early Warning Reports >	tings	$0.00	$0.00	$0.00	
Surveys >	Yes/No Surveys >	Survey Analysis			
Staff >	Text Surveys >	Print Blank Yes/No Survey			
School >	UIS Surveys	Enter Survey Data			
Data Quality Reports	onery	$0.00	$0.00	0	
School Holidays and Term Dates	ls:	$0.00	$0.00	0	
School Contact List					
Basic Indicators Report (audited)	Student Absences	Day			

Step 4: Choose Select *Enter Survey Data*

School	Staff	Classes/Students	eExams	Reports >	Le	Teacher Subjects	Teacher Accounts	Resources	Maps	Help

Enter answers for a Yes No Survey for a School for a given date

A school can have answers for the same survey on different dates.

Step 5: Enter the answers for a *Yes No Survey*

School:

Survey:

Step 6: Choose the survey

List Selected Surveys at The School

Date: Get the Survey for the School On This Date

Step 7: Enter the current date

Step 8: Click *Get the Survey for the School on this Date*

Save   Delete This Survey

Enter answers for a Yes No Survey for a School for a given date

A school can have answers for the same survey on different dates.

School: [   ]

Survey: [   ] ▾

Date: 16/02/2017   [Get the Survey for the School On This Date]

- Changing the school will refresh the survey.

List Selected Surveys at The School		
Date Answered	Questions	Unanswered
15/02/2017	40	40
16/02/2017	40	40

Number	Question	Survey Answer	Comment
1.1	Can you access the Internet from your school in any way?	U	
1.2	If not, did the school have access to Internet in the past?	U	
1.3	Do you access Internet at your school with a post-paid account (billed to the school address)?	U	
1.4	Do you access Internet at your school with a pre-paid account?	U	
1.39	Does the school have a Facebook Page or other social media page?	U	
1.40	If the school has a website and/or Facebook Page is it updated/maintained by the school?	U	

[Save]   [Delete This Survey]

FEMIS

Exit School View | Log Out

| School | Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help > |

Basic | Details | Revenue | Expendi...
Library | Food and Canteen

Students >	Attendance Rates
Standard Examinations >	Class List
Finance >	Print Blank Attendance Sheet
Early Warning Reports >	Attendance Compliance
Surveys >	Student Absence Graph
Staff >	Student Financial Assistance Report
School >	School Fees
Data Quality Reports	Students Not Enrolled
School Holidays and Term Dates	Monthly Class Attendance Summary
School Contact List	Term Class Attendance Summary
Basic Indicators Report (audited)	Subject Enrolled
	Body Mass Index
	Teacher Pupil Ratios
	Pending Disability Assessments
	School Roll
	Transport Subsidy
	Missing Attendance Data
	Technical College Attendance
	Children with disability (algorithm based)

Welcome! Show these dashboard indicat...

A Good Place To Start Is Here -> Set U...
You can download Instruction Manual fr...
See the latest FEMIS updates by clicking...
Number of Students:
Missing Birth Cert (or passport) Numbers:
Number of teachers:
Teacher Pupil Ratio:
Number of Classes:

	tion	Spent	Unspent
	9.53	$0.00	$12,649.53
	3.02	$0.00	$9,433.02
	4.77	$0.00	$6,324.77
	6.51	$0.00	$4,216.51
	6.51	$0.00	$4,216.51
	4.77	$0.00	$6,324.77
	5.11	$0.00	$42,165.11

	School	**Primary**	**Secondary**	**District**	**National**
Students:	156	147838	67664	11765	229780
Student Days Absent:	644	1485457	752031	60738	2369124

Grants | Leave

...sences Per Day

1.04.2017   1.06.2017
        1.05.2017

...y Assessments Waiting For Approval

REPORTS & PLANNING

How to Generate Reports

Reports are the output one gets from the system to assist in monitoring and making evidence based decisions. The steps shown below can be used to generate reports.

Reports >	Leave >	Teacher Subjects	Teacher Accounts	Resource
Students >		Attendance Rates		
Standard Examinations >		Class List		
Finance >		Print Blank Attendance Sheet		
Early Warning Reports >		Attendance Compliance		
Surveys >		Student Absence Graph		
Staff >		Student Financial Assistance Report		
School >		School Fees		
Data Quality Reports		Students Not Enrolled		
School Holidays and Term Dates		Monthly Class Attendance Summary		
School Contact List		Term Class Attendance Summary		
Basic Indicators Report (audited)		Subject Enrolled		
		Body Mass Index		
		Teacher Pupil Ratios		
		Pending Disability Assessments		
		School Roll		
		Transport Subsidy		
		Missing Attendance Data		
		Technical College Attendance		
		Children with disability (algorithm based)		

1. Click on *Reports*
2. Select the appropriate category, for example, *Students, School, Finance, Standard Examinations and so on.*
3. Select and run the required reports including attendance, school roll, body mass index, class list.

> Graphs can also be generated on student attendance
> Reports can be generated on a number of education indicators including Finance, Survey Analysis, School Details, Data Quality Reports, Basic Indicators Report, School Contact List, Standard Examinations, Staff teaching allocations and so on.

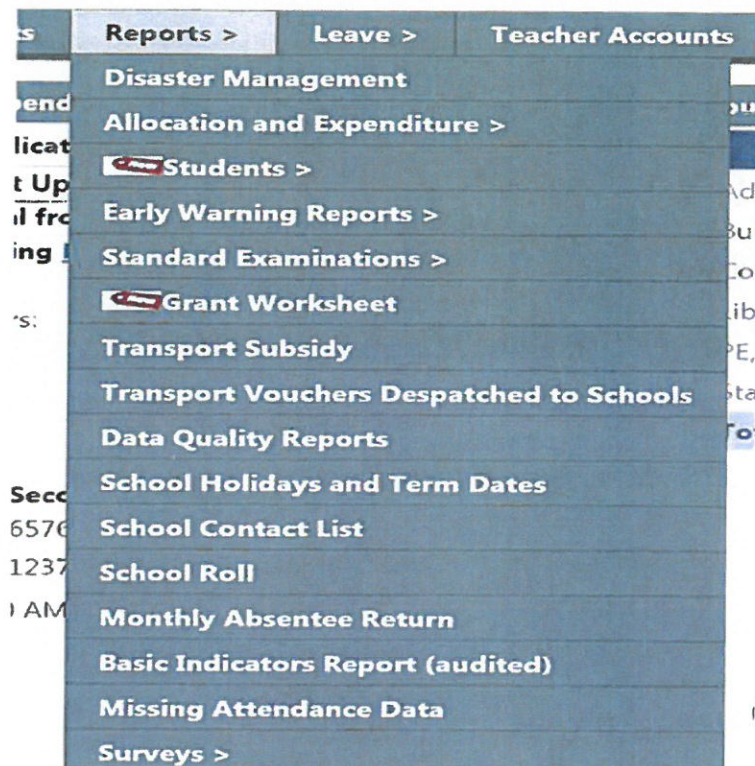Graph showing attendance of a Class/ Year aggregated by Gender

Breakdown By Gender - Year: 2017 Class: 10 Stream: 1
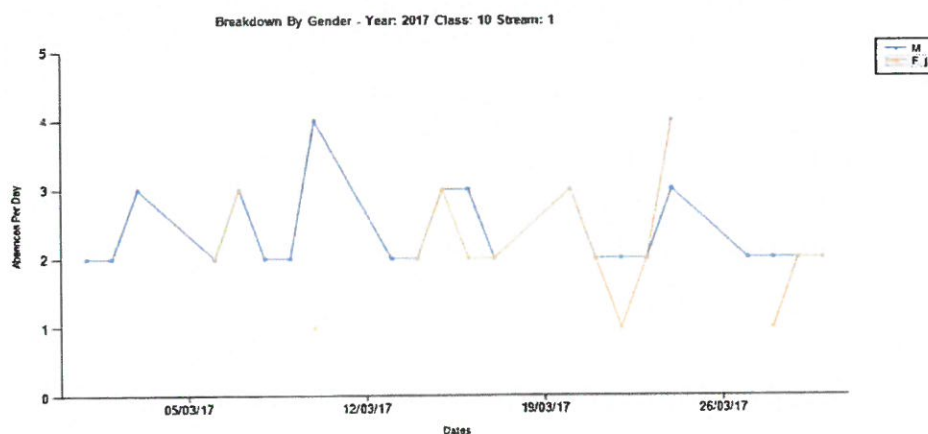
# Importance of REPORTS

Purpose of Reports

The main purpose of **REPORTS** is to assist in monitoring and making evidence based decisions as well as to verify data after the school updates to ensure that it is correct, complete and current.

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. Schools need to monitor their own information by generating few reports as detailed below:

Reports >	Leave >	Teacher Accounts
Disaster Management		
Allocation and Expenditure >		
Students >		
Early Warning Reports >		
Standard Examinations >		
Grant Worksheet		
Transport Subsidy		
Transport Vouchers Despatched to Schools		
Data Quality Reports		
School Holidays and Term Dates		
School Contact List		
School Roll		
Monthly Absentee Return		
Basic Indicators Report (audited)		
Missing Attendance Data		
Surveys >		

> Some reports that can be used to analyse the data

Reports that schools have to know to monitor their own school information/data.

1. Click **Reports**
2. **Data Quality Reports**
3. Data Quality Report page will appear on your screen.
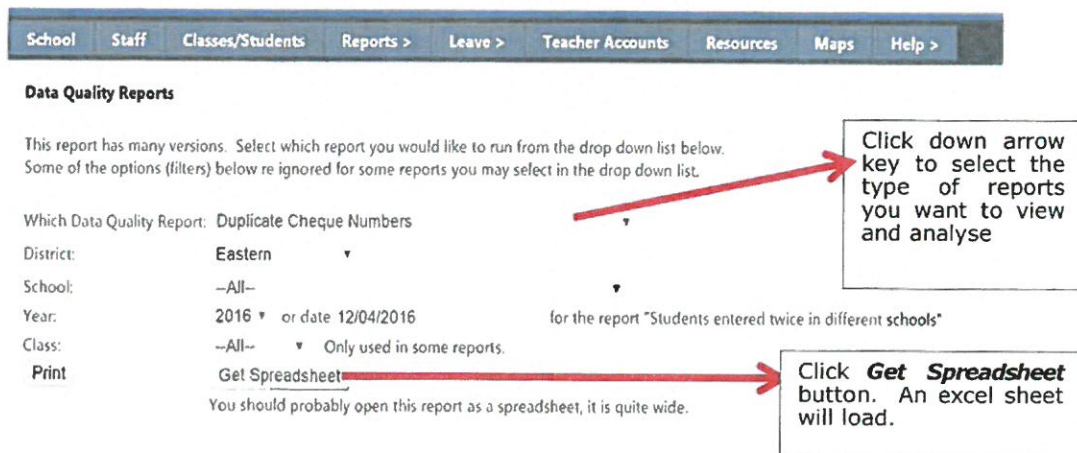
School	Staff	Classes/Students	Reports >	Leave >	Teacher Accounts	Resources	Maps	Help >

Data Quality Reports

This report has many versions. Select which report you would like to run from the drop down list below. Some of the options (filters) below re ignored for some reports you may select in the drop down list.

Which Data Quality Report:	Duplicate Cheque Numbers ▾
District:	Eastern ▾
School:	--All-- ▾
Year:	2016 ▾ or date 12/04/2016 for the report "Students entered twice in different schools"
Class:	--All-- ▾ Only used in some reports.
Print	Get Spreadsheet

You should probably open this report as a spreadsheet, it is quite wide.

> Click down arrow key to select the type of reports you want to view and analyse

> Click **Get Spreadsheet** button. An excel sheet will load.

REPORTS

Data Quality Reports

This report has many versions. Select which report you would like to run from the drop down list below. Some of the options (filters) below re ignored for some reports you may select in the drop down list.

Which Data Quality Report: Students entered twice in different schools ▼

- Duplicate Cheque Numbers
- Duplicate Invoice Numbers
- Students entered twice in different schools
- Students with repeated BDM/Passport ID
- Students with missing BDM/Passport ID
- Students with missing citizenship
- Students marked as repeating but earlier class not found
- Repeating students not marked as repeating
- Absence recorded outside term dates or holidays
- Leases expiring in 90 days or missing
- Transport Assistance dates not correct

District:
School:
Year:
Class:
Print

: "Students enter
te wide.

> Listed are the type of reports that school heads use to monitor/ analyse own school data

Below is the report "***Students entered twice in different schools***".

FEMIS Data Quality Report

Students entered twice in

For. 2017 : --All-- Effective Date:

School Code	School Name	Student ID	Surname	First Name	School Year	School Class	School Stream	Other School Code	Other School Name	Other Class	Other Stream
1	A	5	A	A	2017	9	2	6	C	9	1
2	B	6	B	B	2017	PreSchool	3	7	D	6	1
3	C	7	C	C	2017	PreSchool	3	8	E	2	1
4	D	8	D	D	2017	PreSchool	3	9	F	PreSchool	1
5	E	9	E	E	2017	9	1	10	G	9	3
6	F	10	F	F	2017	2	4	11	H	2	1
7	G	11	G	G	2017	9	3	12	I	8	1
8	H	12	H	H	2017	7	1	13	J	7	1
9	I	13	I	I	2017	4	1	14	K	5	1
10	J	14	J	J	2017	PreSchool	1	15	L	PreSchool	1
11	K	15	K	K	2017	3	1	16	M	2	1

FEMIS

| School | Staff | Classes/Students | Reports > | Leave > | Teacher Subjects | Teacher Accounts | | Maps | Help > |

FEMIS OnLine Resources

| OnLine Library | Educators Forum | eLearning | Upload and Share |

FEMIS OnLine Library - Use the Upload and Share button above to add documents to the library below.

Pick the document shelf to view: All document Types   or, you can add some text to search   then click [Search]

Documents in the FEMIS library a | All document Types | rict offices   Click here to see documents for the general public Ministry Website

- After Exam Activities
- AMU Forms
- FEMIS Training
- Finance
- FTRA
- LANA Documents
- MoE Vacancies
- New Contract Collection Lists
- Other Forms
- Others
- PD Forms
- Primary Assessment Guide
- Primary Curriculum
- Read To Lead
- Scope and Sequence
- Secondary Assessment Guide
- Secondary Curriculum
- Teaching Strategies
- Thematic

ONLINE RESOURCES

Online Resources

This online technology tools enable to communicate easily via the internet to share information and resources with other users.
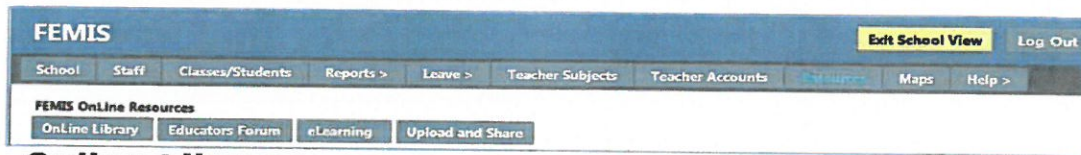
Online Library

This page will display some important documents on FEMIS training documents, Teaching Strategies, Primary and Secondary Curriculum, PD/ FTRA Forms, and so on.
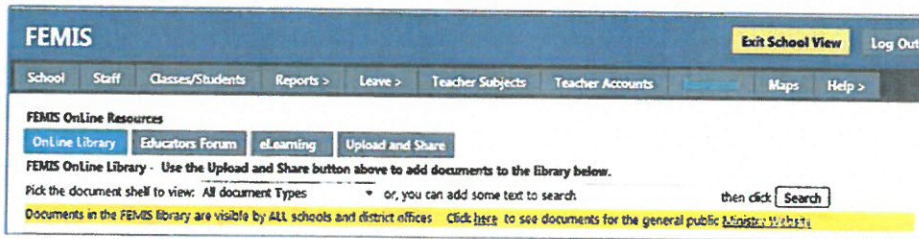
eLearning

This page displays all types of education resources available in FEMIS
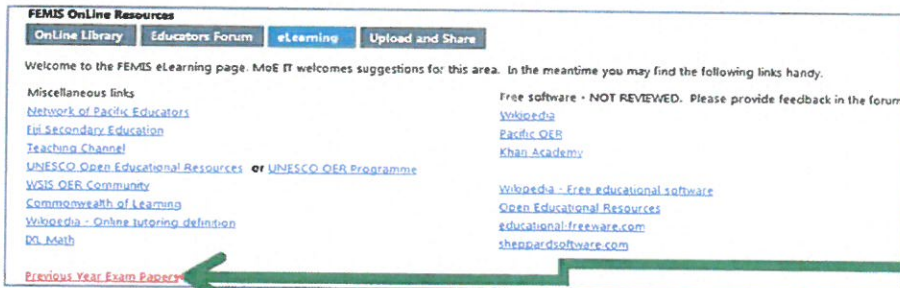
Previous exams papers and Examiners reports

Educators Forum

This page you will find educators discussing issues that affect education in Fiji, users can discuss some important topics on FEMIS, internet providers, etc. Click any topic on the left to see the discussions on that topic.
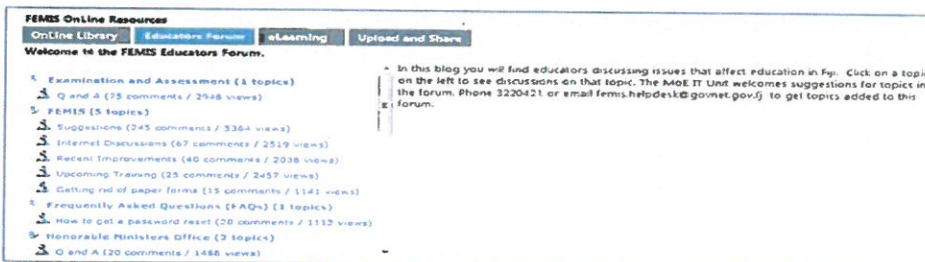
Upload and Share

All users of FEMIS including Schools, Districts and MoE Headquarters can share their documents with all other users of FEMIS using the Upload and Share module.
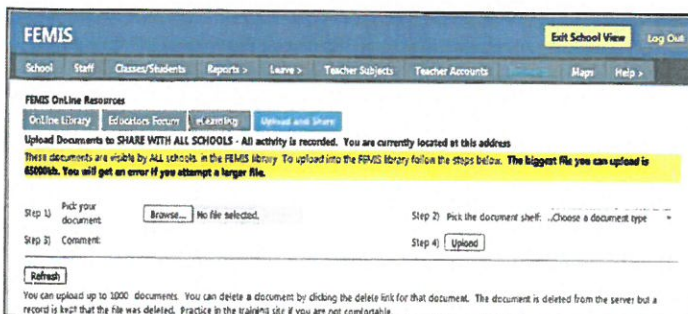
1. Select the document to be uploaded by clicking on the Browse tab.
2. Choose the appropriate document shelf (FEMIS Training, Finance, FTRA, Primary Curriculum, Secondary Curriculum, Teaching strategies and so on.)
3. Write an appropriate comment describing the document.
4. Click on Upload tab

FEMIS Exit School View | Log Out

| School | Staff | ~~Change Students~~ | Reports > | Leave > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help > |

Class - Year: 2017 Class: 1 Stream: 1 Class Type: Mainstream (normal) Teacher: T1 audit 03/03/17 T2 audit 24/07/17

| Students | Add Student to This Class | Change Class/Stream/Teacher | Attendance | Subjects | Carry Over | Class Audit | Att Rep | BMI |

Add a Student to This Class - Use this screen to find EXISTING students.

Click the following link to download the student registration template: <u>Student Registration Template</u>

If you require assistance with registering students then please contact your District Office.

There are several ways of finding the right student. The easiest way is to enter the BDM/Passport number and click "Search by BDM/Passport Number". The next easiest way is to look at "All Students in My School". If you still cannot find the student you can provide more details on the student in the blue shaded area and look for students in the district or the entire country. You only need to enter the first few letters of the names when searching. Less information provided will find more students. For example, a search by first name, surname and date of birth is improved by removing the surname from the search to find students that match the first name and date of birth only, ignoring possible spelling mistakes in the surname. Remember you can always use the training version to practice FEMIS.

Just show me the list of students already registered in my school in   2017 ▾ | Pick From All Students in My School |

OR - ADD Student with this BDM/Passport number | Add Student With This BDM Number |

OR - ADD Student with this Student ID | Add Student With This Student ID |

OR - To search for student in other schools, provide some partial details below and click buttons to search the district or search all registered students. You do not need the whole name, just the first three characters to start searching. If you don't find the student you are looking for try using only the first three characters of first name and first three characters of last name and sometimes the date of birth, then click a button to search the district or search all registered students nationally. Don't include the date of birth in the search if you think you may have the wrong date of birth.

Surname: [_____]   First Name: [_____]

Date of Birth (dd/MM/yyyy): [_____]   Father's Name: [_____]

| Search Students in the District | | Search All Registered Students |

OR - as a last resort: | Register a New Student | Use this button ONLY to register students the first year they attend school or for foreign students. All other students already exist. Find existing students using the Search buttons above.

DATA CLEANING

Carry Over

Carry Over option is used normally at the end of the year where the students in Classes/Levels for the current year are moved to the following year.

A circular is sent at the end of the year to inform the schools regarding bulk Carry Over

DATA CLEANING After the CARRY-OVER

School Heads will organize the classes after the FEMIS team do the **CARRY-OVER** of the classes. Once the carry over is complete there are some changes the school heads need to do such as:

(a) Check if the number of streams is accurate for the current year

(b) After the carry-over, school will notice the unknown teachers to the Classes; School Heads need to assign the teachers to their respective classes

(c) Check the enrolment figures

(d) You will have to add the new students that join your school in the current year and were not in your school in the previous year

(e) Those students who were in your school last year but no longer in the school this year, will have to be removed from this year's class

(f) Those students whose streams have changed from last year need to be moved to their appropriate streams.

(g) Schools need to add the citizenship of the child

(h) Schools need to add the subjects

For example in 2016, Year 4 has 4 streams and in 2017 Year 5 has only 3 streams. The same Year 4 students in 2016 will be in Year 5 in 2017. Schools will have to do data cleaning.

The following screen shots will assist what the Schools will do.

Step 1: Change to current year.

Step 2: Move a student from one class/ stream to another stream. Select **"View/ClassStudentInf"** button to open student list. Choose the student that you need to move by selecting **"ViewStudentInfo"** button.

Step 3: Select Move/ Remove button

Step 4: You have to choose **"From this class"** **"To this class"** and then click **Move the student** button.

Select the class/year from which the student is moved from

Select the class/ year from which the student is moved to and click on Move the Student button

Step 5. Repeat **Steps 1-4** for other moving students.

Student Details For: [____] Student ID: [____] of Birth: 01/01/2010

Basic Information | Subjects | Home Life | Disability | Drug Activity | Move/Remove | LANA | Attendance | Fees | Financial Assistance
Health | Siblings | Student Record | Consent Form | Transf Letter

Remove a Student From A Class

THE STUDENT WILL REMAIN IN THE SYSTEM BUT THIS PAGE WILL REMOVE ALL ATTENDANCE, FINANCIAL ASSISTANCE, SCHOOL FEES DATA AND OTHER STUDENT DETAILS ASSOCIATED WITH THE CLASS. **YOU CAN –MOVE– A STUDENT TO ANOTHER CLASS USING THE Move/Remove button above.**

Please note: You cannot remove a student from a class if the student has sat a LANA exam in that class. That student's LANA exam is a part of the class exam results.

Also please note, you can change the start and end dates of a student in a class.

To add a student to a class, you need to go to a different page in FEMIS. So, to add a student to a class click on "School's Classes/Students" and pick the class. When viewing the class you can click the "Add a Student" button

Verify you want to remove this student from this class by typing the Student ID into this box:

Pick the class from this list:

Then, click this button to remove the student form this class:

Remove

Cancel

If you require a student permanently deleted from the system, for example you accidentally created a student, please email the details of the student to FEMIS help desk on femis.helpdesk@govnet.gov.fj

7th step fill the *student ID* by copy and paste to this textbox. Make sure you enter the right ID for removal.

8th step select the class from the dropdown list provided.

9th step select the *Remove* button to remove that student from a class.

School | Staff | Classes/Students | Reports > | Leave > | Teacher Accounts | Resources | Maps | Help >

Student Details For: [____] Student ID: [____] of Birth: 01/01/2010

Basic Information | Subjects | Home Life | Disability | Drug Activity | Move/Remove | LANA | Attendance | Fees | Financial Assistance
Health | Siblings | Student Record | Consent Form | Transf Letter

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Please note: You cannot remove a student from a class if the student has sat a LANA exam in that class. That student's LANA exam is a part of the class exam results.

Also please note, you can change the start and end dates of a student in a class.

To add a student to a class, you need to go to a different page in FEMIS. So, to add a student to a class click on "School's Classes/Students" and pick the class. When viewing the class you can click the "Add a Student" button

Verify you want to remove this student from this class by typing the Student ID into this box:

Pick the class from this list:

Then, click this button to remove the student form this class:

This student already has attendance recorded for this class.

If you require a student permanently deleted from the system, for example you accidentally created a student, please email the details of the student to FEMIS help desk on femis helpdesk@govnet.gov.fj

111 [____]

Year: 2018 Class: 1 Stream: 1 ▾

Cancel

10th step select the *Confirm Deleting* button to remove that student from a class

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Note: Only **remove** student if that student did not attend or enrol in your school in the beginning of the school year. **Please take note that removing the student in FEMIS only removes the student from class, not all other student data.**

FEMIS

Log Out

| Home | School Search | Reports > | Resources | Funding Formula | Maps | Help > | LANA Data Migrator | Textbooks | Milk |

School Reported Staffing Problems Report

This report lists any feedback from schools on their staffing lists. You can look at a single district or all districts.

District:

| All Districts | ▼ |

School Type:

| All Districts |
| Suva |
| Ba-Tavua |
| Nadroga-Navosa |
| Nausori |
| Eastern |
| Macuata-Bua |
| Ra |
| Cakaudrove |
| Lautoka-Yasawa |
| Unknown |

Print

COMMON FEMIS
ISSUES & HINTS

Common Issues and Useful Hints

1. **FEMIS Versions** - There are 2 versions of FEMIS; Live version and the Training version. The actual data is to be entered in the Live version. The training version is used for testing and practicing. Please do NOT enter the actual data in the FEMIS Training version.

2. **Staffing Issues** – If there are any staffing issues in FEMIS, this indicate that Fiji Education Staffing Appointment (FESA) information regarding the staff require updating. The relevant sections such as the ECE, Primary, Secondary and HR Sections can be contacted.

3. **Teachers passwords in FEMIS** – In cases where the teachers forget their passwords the School Heads can give them access by resetting their password.

4. **School passwords in FEMIS** – In cases where the schools forget their passwords they can contact their respective Education Districts to reset their password

5. **Technical Issues** – In case of any technical issues such as while updating a particular page in FEMIS there is an error in the application then contact the Statistics/ IT Unit.

6. **Data Entry Issues** – There are error messages given by the system in case there are incorrect data type entered or if the information is not complete.

7. **Entering basic information of students** - The basic information of students entered into FEMIS should be exactly the same as what appears in the students Birth Certificate. The basic information includes first name, surname, other name, student gender, ethnicity, date of birth, father's name, mother's name and birth registration or passport number.

8. **Registering New Students from Years 2 to 13** - To register a new student not registered in FEMIS before, for example, Regional/ International students, please fill the template given below and e-mail to the respective education districts. The District Office shall enter these students in FEMIS.

Template to Register a New/Regional/International student in FEMIS.

Student Surname	Student First Name	Student Middle Name	Passport Number or BDM	Father's Name	Mother's Name	Citizenship	Country of Citizenship	Gender	Ethnicity	D O B	Last school attend	School Start Date	2017 Class/ Stream