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Exam Admin System User Guide

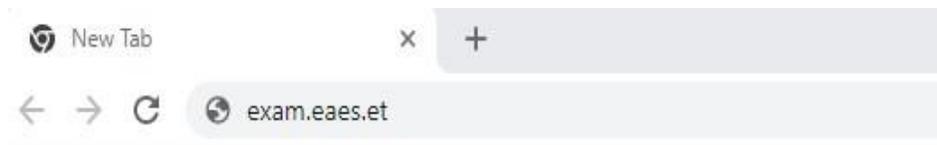
This manual provides a concise guide to the Exam Administration Management Information System (**EAMIS**). It covers the following aspects:

- Printing admission cards for examinees
- Recruiting of exam admin staff
- Placement and data transfer of exam admin personnel and examinees
- Gathering exam center information

The system uses a hierarchical user management system, with EAES creating accounts for regional users who then create accounts for zonal users, and so on.

1. Web Address

To access the system, open any popular browser, such as Chrome, Firefox, or Microsoft Edge etc., and type exam.eaes.et into the address bar as shown below.



2. Login Page

If you have entered the correct address and have an active internet connection, you should see the login screen displayed below.

To log in:

1. **Registered Users:** Enter your email address and password in the provided fields and click on the "Log In" button.
2. **New Users:** If you are not yet registered, inform your immediate supervisor to create a new account for by providing the required information.

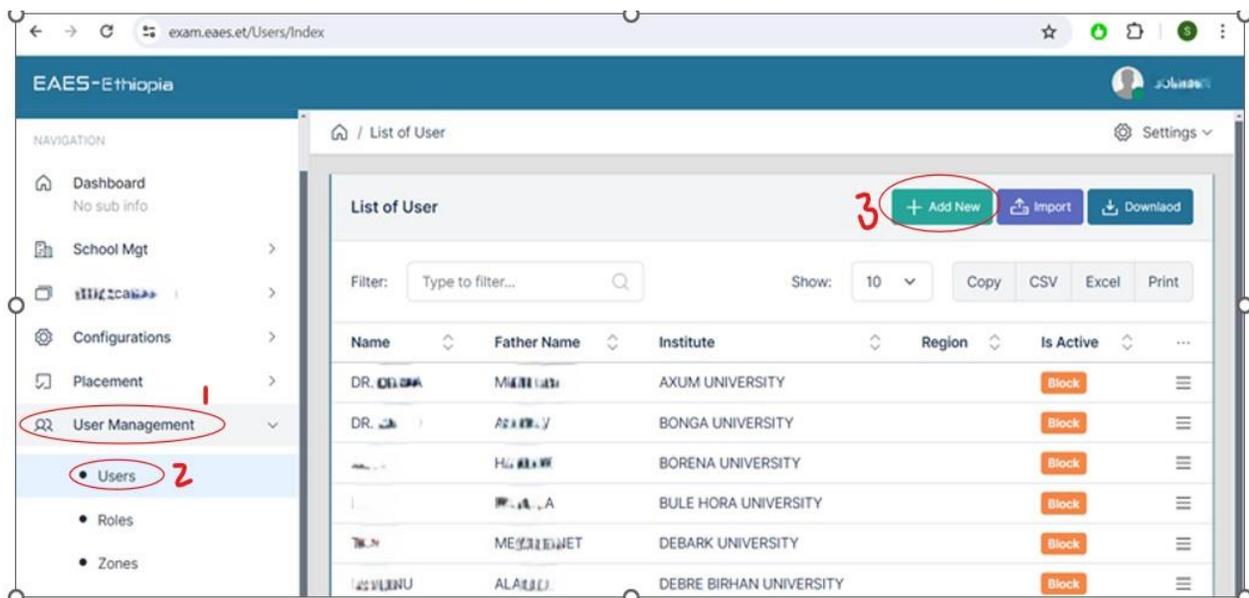
Educational Assessment and Examinations Service

Sign in to your account

 Remember me [Forgot Password?](#)

3. New User Creation

After logging in, navigate to the **User Management** menu on the left pane. From there, select **'Users'** and click the **'Add New'** button.



Enter The Name (Given name), Father name, email, and phone number, please double check that you entered the email address accurately. After filling out the

Registration form, which looks like the image below, click the '**Save Changes**' button.

The image shows a web form for creating a user. At the top left, it says "Create - User". At the top right, there are two buttons: "Save Changes" (green) and "Back to List" (blue). The form has the following fields:

- Name:** A text input field containing "Adigir".
- Father Name:** A text input field containing "Yene".
- Email:** A text input field containing "adigir.yene@eaes.et".
- PhoneNumber (+251):** A text input field containing "911 111 111" with a green checkmark on the right. Below the field, it says "Phone number format accepted +251 911 111 111".
- Alternate Phone Number:** A text input field containing "711 111 111" with a green checkmark on the right. Below the field, it says "Phone number format accepted +251 711 111 111".

Note: Upon you click '**Save Changes**' button, you will be automatically redirected to select the institution to which the user you've created belongs. It's essential not to skip this step, as it's necessary for populating tasks for this user later. If you accidentally skip this step, please go to the user list, click on 'View Detail,' and then assign the institution from there. To get the **View Detail**, right click on hamburger menu (three short lines) in front of each user.

Name	Father Name	Institute	Region	Is Active	...
MANUEL	MANUEL	LEDETA-Sub City Education Department	ADDIS ABABA	Block	
MIRIAM	MIRIAM			Block	
SELENA	SELENA	NEFAS SILK-Sub City Education Department	ADDIS ABABA		View Detail Edit
TAEJER	TAEJER	LEMI KURA-Sub City Education Department	ADDIS ABABA		
EREMIA	EREMIA	CENTERAL- SIDAAMA-Zone Education Department	SIDAMA		

Cautions

The user in the second row in the above images lacks institute information. **Consequently**, the user won't receive any related information like student lists associated with this authority. Therefore, it is crucial to add institute and location information. To proceed, click on 'View Detail' on the next screen you get continue adding the new location for the user as follows:

a. Assign Role and Institute

- Administrator Role:** Only Central administrators create roles with defined permissions.
- Regional Users:** Administrators assign roles to regional users, who manage roles within their regions.
- Zonal Users:** Regional users assign roles to zonal users, enabling them to manage tasks in their zones.
- School Users:** Zonal users assign roles to the individual users in their Zones and so on

To assign a role to a user you have created:

- Click on the Roles box, indicated by number 1 in the image below.
- A list of available roles will automatically appear.
- Select the appropriate role to assign.
- Click '**Assign Selected Roles**'

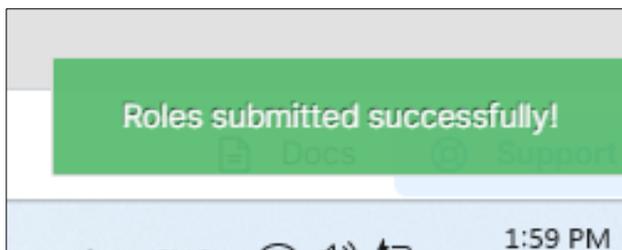
Role Selection

The screenshot shows the 'User - Details' form for a user named Adigo Yenet 2. The form includes fields for Full Name, Phone Number, Alternate Phone Number, Email, UUID, and Is Active. A 'Reset Password' button is visible. The 'Roles' section is highlighted with a red box and a '1' next to it, showing a dropdown menu with 'User_Support' and 'Institute_Rep' options. The 'Assigned Institution' section is also highlighted with a red box and a '2' next to it, showing a '+ Add new' button. The form has 'Edit' and 'Back to List' buttons at the top right.

Assigning

The screenshot shows the 'User - Details' form with the 'Roles' section expanded. The 'User_Support' role is selected and shown in a grey pill-shaped button. A red box highlights the 'Assign Selected Roles' button, with a '1' next to it. The form has a 'View' and 'List' button at the bottom right.

Success Message

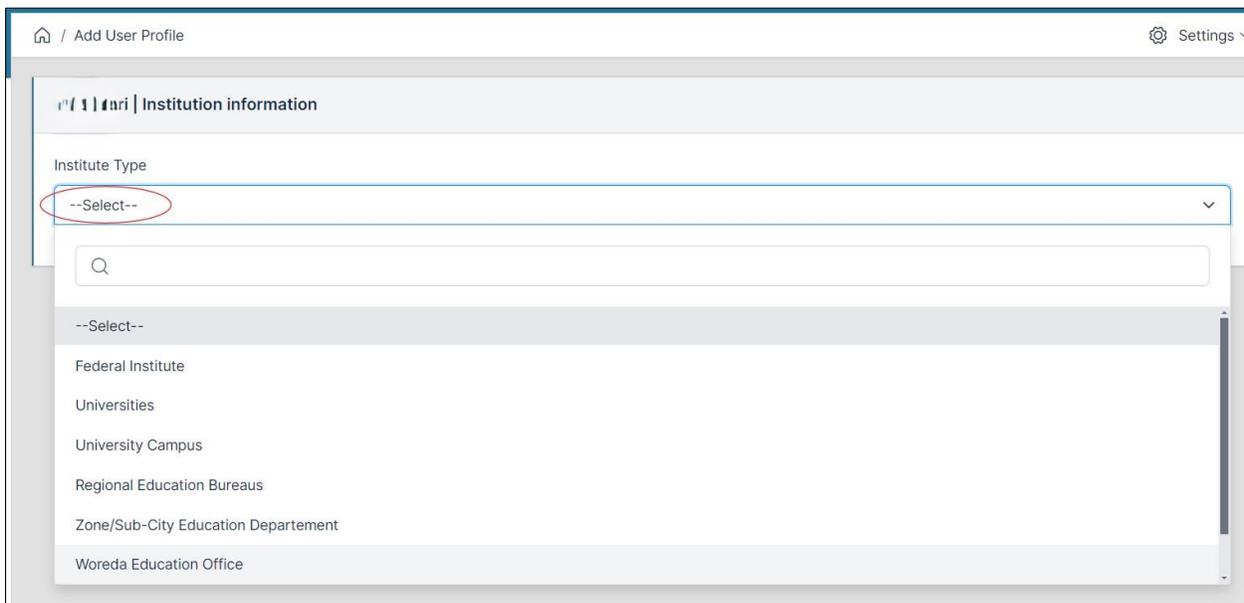


Note

Central EAES Admin should assign **Admission_Region_Users** to regional admins. Similarly, regional users should currently assign **Admission_Users** to zonal admins. Zonal Admin will assign **School_Users**

The system will keep you on the same page to assign this user an institute he/she belongs to.

Assign Institute: To assign institutes, click the Add button indicated by number 2 in the previous image. A dialog box will appear, allowing you to select the institute, as shown below.



Please choose the appropriate institution to which the user belongs. For this round, we expect the **Zone/Sub-City Education Department**, where regional users will create accounts for zonal users.

Let us us select '**ADDIS KETEMA Sub-City Education Department**' as an example.

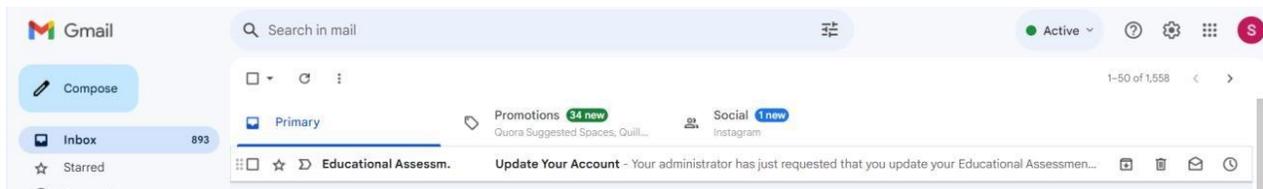
The screenshot shows a web form titled 'Institution information'. It contains several dropdown menus: 'Institute Type' (set to 'Zone/Sub-City Education Departement'), 'Region' (set to 'ADDIS ABABA'), 'Zone' (set to 'ADDIS KETEMA'), and 'Institution' (set to 'ADDIS KETEMA-Sub City Education Department'). At the bottom, there is a 'Save' button highlighted with a red circle and a 'Back to user details' button.

Note

- If necessary, you can assign more than one zone to a single user.

4. Email Verification

If your registration is successful and a valid email address provided, the user will instantly receive an email. Please also call and inform the user that you have created an account for them and ask them to check their email.

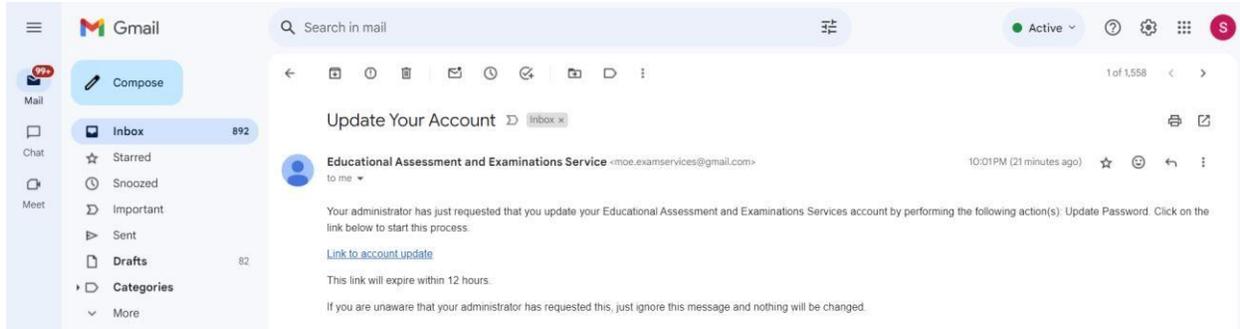


5. Open your email message.

The verification email typically lands in the primary inbox, but occasionally it may end up in the spam folder. Users should check both locations before requesting registration again.

If the user does not receive an email, it is likely that the email address provided is incorrect. In such cases, re-registering the user is necessary.

However, if you have completed the registration process successfully, the user will receive an email from the Educational Assessment and Examinations Service, resembling the example below.



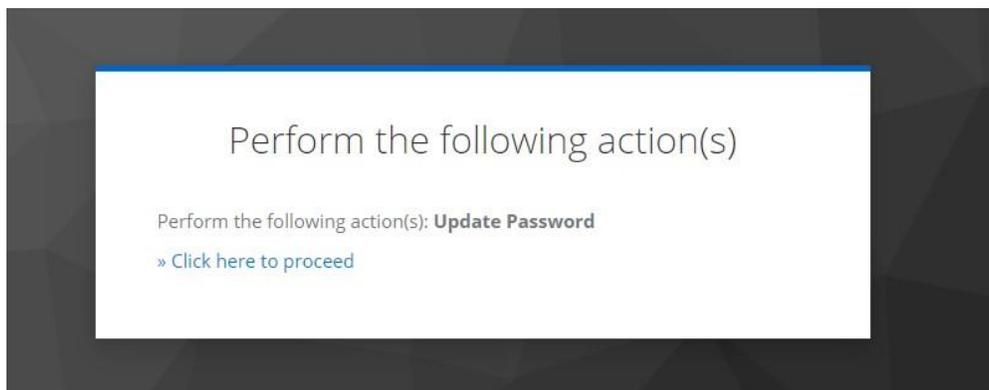
To complete the registration process, users should click on the link provided in the email. Please be aware that we use email addresses.

****moe.examservices@gmail.com**** for this purpose. It is crucial to exercise caution and avoid clicking on any suspicious messages containing links.

Do not reply and expect any response from this email address as this is an auto generated email from the system.

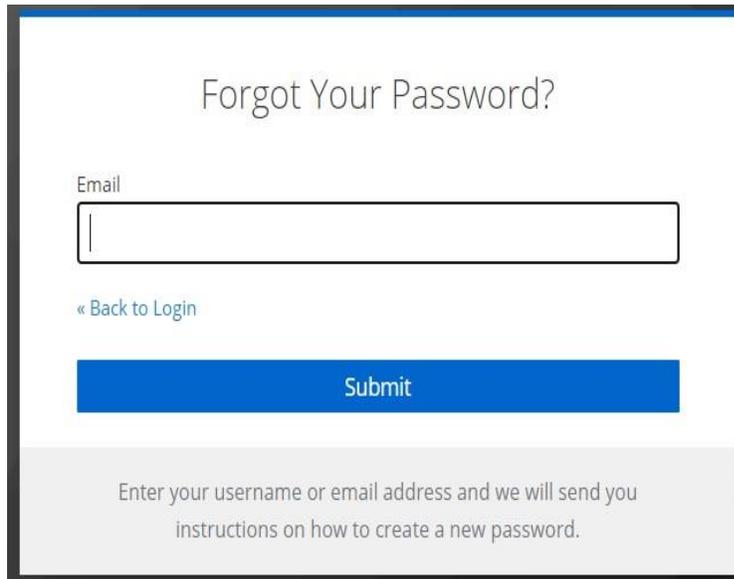
6. Link to account update.

Upon clicking the **link to account update**, you will be redirected to the following page. Please click on **click here to proceed** to continue to password updating.



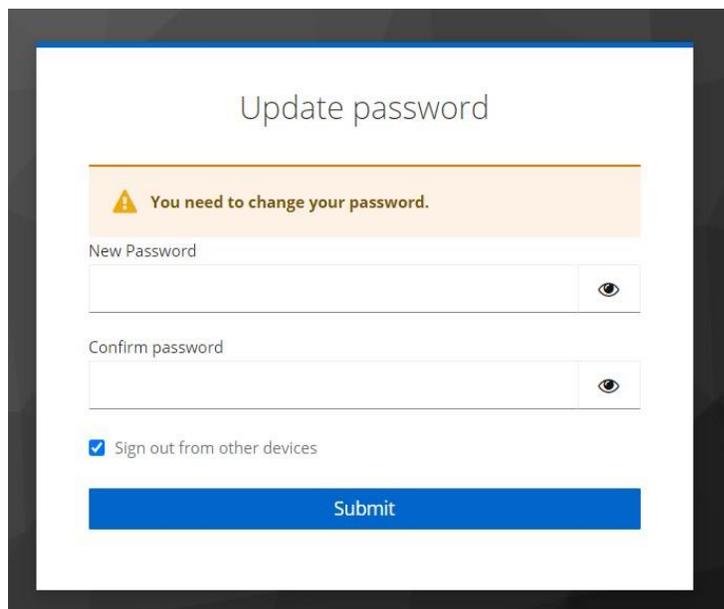
If the link has expired, visit the ***exam.eaes.et*** login page, click on forget password then provide your email, and click on **'Reset Password'** You will then receive a new link.

7. Update Passwords



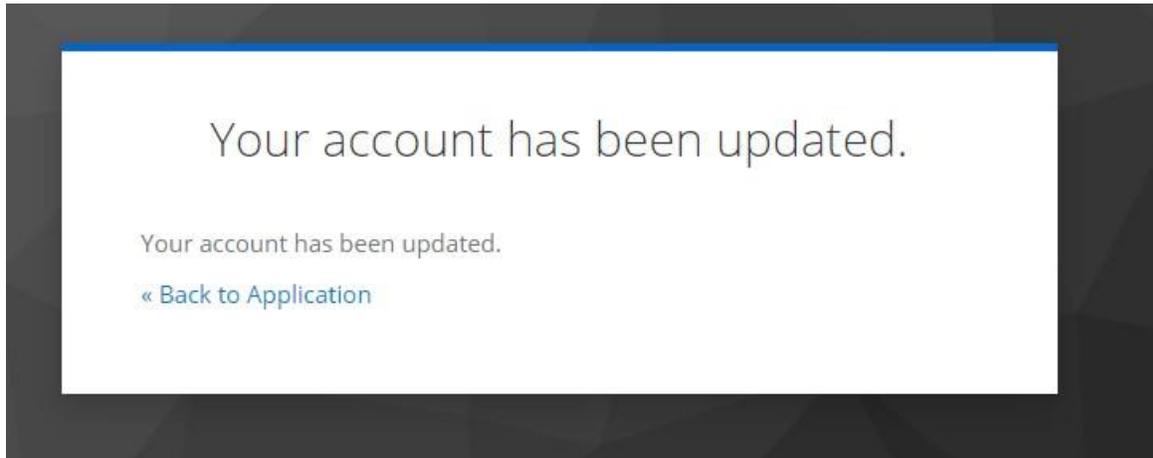
The screenshot shows a web form titled "Forgot Your Password?". It features a text input field labeled "Email" with a cursor inside. Below the input field is a blue link that says "« Back to Login". At the bottom of the form is a prominent blue button labeled "Submit". A light gray footer area contains the text: "Enter your username or email address and we will send you instructions on how to create a new password."

Fill out your password twice for confirmation and Click on Submit.



The screenshot shows a web form titled "Update password". At the top, there is an orange warning banner with a triangle icon and the text "You need to change your password." Below this are two text input fields: "New Password" and "Confirm password", each with a toggle eye icon to its right. Underneath the input fields is a checked checkbox labeled "Sign out from other devices". At the bottom of the form is a prominent blue button labeled "Submit".

8. Success Message and Back to Log in



Either click '**Back to Application**' or open a new tab and type in exam.eaes.et. You will then be directed to the login page of the system. ***Use your email as the username and the password you have just provided to log in.***

9. School Management

School management involves handling school information, categorizing it into school groups, and listing school codes for each school. Traditionally, school code and name is organized by admission types (e.g., Regular, Night, Distance). However, this system simplifies the process by registering each school once and assigning different codes for various student types.

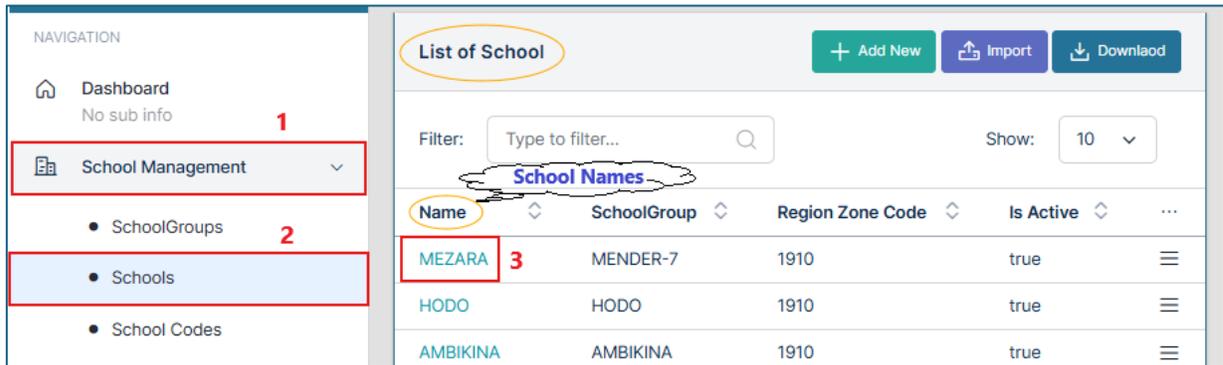
School Management Includes:

- **School Groups:** specific schools categorized under it, which was called Exam Centers earlier time.
- **Schools:** Each school is registered only once, and a user is assigned to manage all student types (e.g., regular, night, distance) under it.
- **School Codes:** School codes display information including region, zone, student admission type, and a number unique to school in the zone, totally eight-digit identifier for each school.

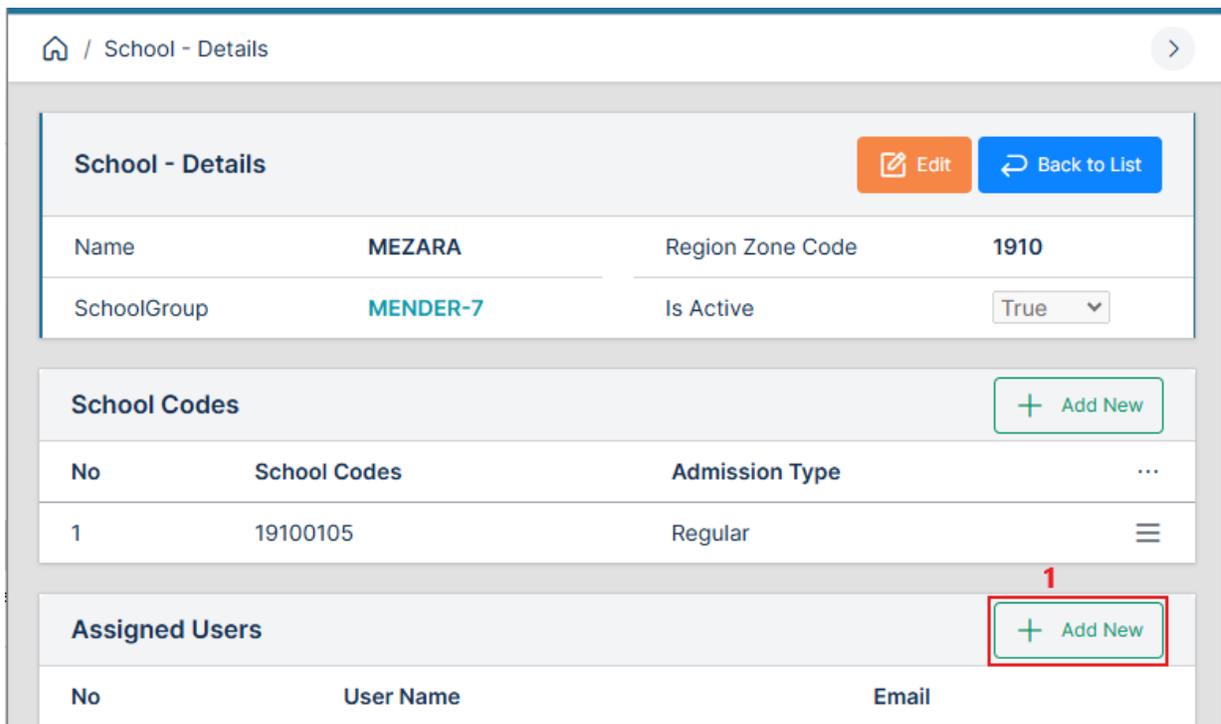
a. School User Management

Steps to Assign a User to a School:

1. **Go to School Management:** This is indicated by number 1.
2. **Go to Schools:** Indicated by number 2.
3. **Select Specific School:** Click on the specific school you want to assign a user to. This action will redirect you to the school's details page.
4. **Add New Users:** On the school details page, you can add or remove users as needed from thier



School details page:



Clicking the "**Add New**" button will open a dialog box. In this dialog, fill out the user details and click "Save." This action will automatically add a user to the selected school.

The dialog box is titled "Add New User" and contains the following fields:

- Name:
- Father Name:
- Email:
- PhoneNumber (+251):
- Alternate Phone Number:

Buttons:

Removing a User from a School: Go to School Management, Navigate to the specific School details. Click the red **Remove** button to remove the user.

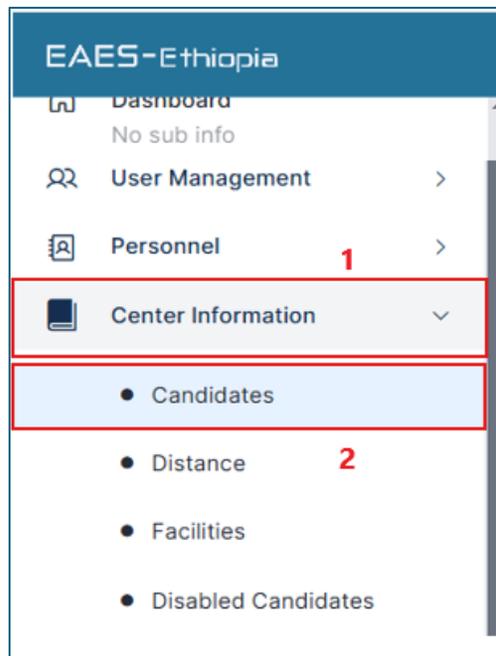
Assigned Users			+ Add New
No	User Name	Email	
1	Tola Solomon	tola.solomon@eaes.et	<input type="button" value="Remove"/>

10. Center (School Group) Information

Instructions for Filling Out Center Information

In the "Center Information" section, you are required to provide the following details:

1. **Candidate Information:** Fill in the details related to the normal candidates excluding any disabilities.
2. **School Group Distance:** Enter the distance information for school groups in kilometers.
3. **School Facility Information:** Provide information about school facilities that will help in considering the school as a potential exam center.
4. **Disability Information:** Submit details about candidates with disabilities to ensure appropriate support for special needs.



a. Candidate Information

Navigation Instructions

To fill out these details, follow these steps:

1. Go to the left-hand side menu.
2. Expand the "Center Information" section, indicated by number 1.

- 3. Click on the "Candidates" submenu indicated by number 2 and navigate to the right areas on the page.

Note

- Please be informed that school group information (previously known as Exam Center Information) is collected at the group level. Therefore, summarized information should be provided for each group, including details by stream, gender, and examination type (CBT or PPBT).
- The blue-colored text in the system is clickable. Alternatively, you can use the hamburger menu to navigate and view details.

Click on the School group name shown by number 1 in the image. This will redirect you to the total candidate information page for this school group

School Group - Candidate Data							
Filter:	<input type="text" value="Type to filter..."/>	<input type="button" value="Q"/>				Show:	10 <input type="button" value="v"/>
Zone	Code	Name	Candidates	Is Active	...		
WELLEGA WEST	1447	SIBU 1	624	true	☰		
WELLEGA WEST	1582	MENDI	--	true	☰		
WELLEGA WEST	1559	JARSO (W.WELLEGA)	--	true	☰		
WELLEGA WEST	1619	IFA BORU(GULISO)	--	true	☰		
WELLEGA WEST	1564	GUY	--	true	☰		
WELLEGA WEST	0067	GUYA	--	true	☰		
WELLEGA WEST	2381	DILLA	--	true	☰		
WELLEGA WEST	1557	SENA GENJI	--	true	☰		
WELLEGA WEST	1313	BABO	--	true	☰		
SHOA SOUTH WEST	1651	FURGASA ARARSA	--	true	☰		

Showing 1 to 10 (of 2,310) < 1 2 3 4 5 ... 231 >

The total candidates will be summed up in the candidate column, as circled above. This will help you cross-check your total candidates with the system's count and address any discrepancies if there is a mismatch.

Total Candidate - SIBU (1447)				↶ Back to List
Stream	Sex	PPBT	CBT	
Natural Sc.	Male	530	60	
Natural Sc.	Female	34	0	
Social Sc.	Male	0	0	
Social Sc.	Female	0	0	

[Save Changes](#)
[↶ Back to List](#)

Fill in the candidate's summary information for PPBT and CBT separately, categorized by stream and gender and Click '**Save Changes**'. You can navigate back to the list when you require by clicking '**Back to List**' button.

Note

- Please be informed that school group information (previously known as Exam Center Information) is collected at the group level. Therefore, summarized information should be provided for each group, including details by stream, gender, and examination type (CBT or PPBT).
- You can update these numbers any time if you have submitted the total candidates in error or if there are changes in the total candidates. To do so, return to the same location above where you have entered the total candidates, adjust the value you wish to change, hit backspace, or make it zero for those you want to delete, and then click 'Save Changes'. This will update the candidate information accordingly.
- The blue-colored text in the system is clickable (School group name in the above image). Alternatively, you can use the hamburger menu to navigate and view details.

b. School Group Distance Information

School Group Distance - SIBU (1447) ↶ Back to List	
Distance Type	Distance (KM)
A.A - Zone	<input type="text" value="0"/>
Zone - Center	<input type="text" value="0"/>
Woreda - Uni.	<input type="text" value="0"/>

[Save Changes](#) [↶ Back to List](#)

c. School group Facility Information

SchoolGroupFacility - Details - SIBU (3007) ↶ Back to List	
Center Facility	Amount
Number of Class Rooms	<input type="text" value="0"/>
Number of Computers	<input type="text" value="0"/>
Internet Speed in Mb/s	<input type="text" value="0"/>
Generator in kva	<input type="text" value="0"/>
Number of Headsets or Earphones	<input type="text" value="0"/>
Number of Security Cameras	<input type="text" value="0"/>
Battery in Kwh	<input type="text" value="0"/>

[Save Changes](#) [↶ Back to List](#)

Cautions

When completing school group facility information, please pay attention to the unit of measurement for each facility. This page expects numerical values. For example, if you have a generator, provide its capacity in kVA; for backup batteries, provide the capacity in kWh. Finally, click 'Save Changes' to update the information. The system will then display the updated summary

d. School Group Institute Choices

Choose three unique institutions for each school group to be placed in one of them for exam taking. Use the dropdown box to type and search for these institutions then select them.

Choice No.	Institute Choice
Choice #1	--Select--
Choice #2	
Choice #3	

Buttons: Save Changes, Back to List

Do Not

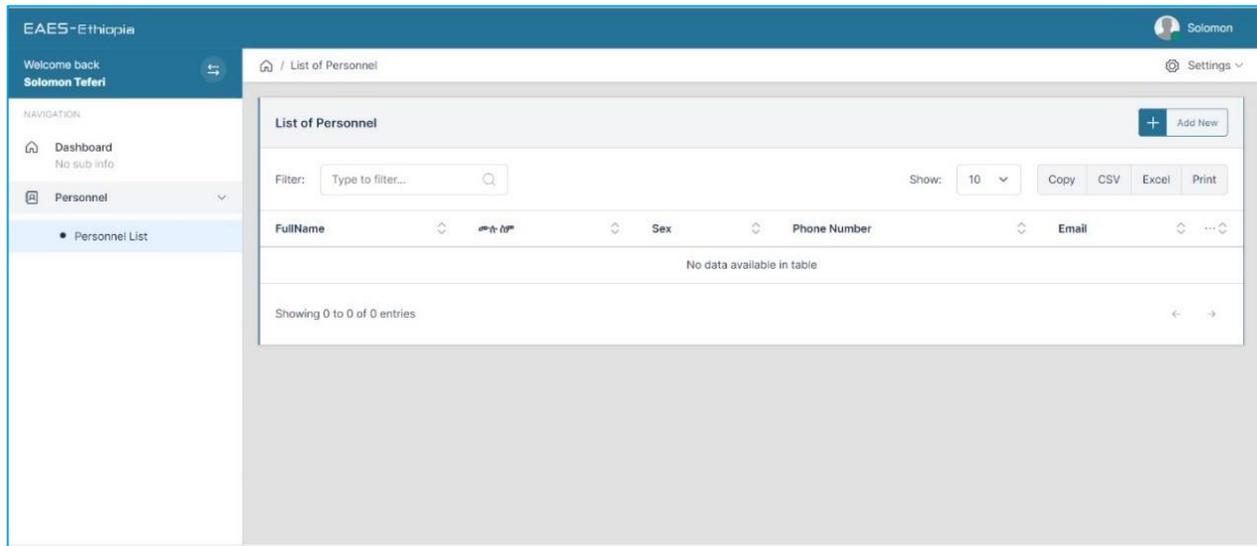
You cannot select one institution more than one time for the same school group

11. Exam Admin Staff Registration page

Please be informed that the system will keep individual information from past exam administration registration, **so trying to add staff that is already in the system is not possible**. For those already in a system use Apply future shown below.

Create only newly registered individuals. To do so, go to the Personnel menu, click on the personnel list, and then select the Add New button to add new personnel. Or alternatively you can use 'Create Personnel menu' from left pane menus.

a. Add New Personnel



Note

- Using "Add New" Personnel or "Create Personnel" from the left-side sub-menus will direct you to the same page shown below. Please note that you write the complete name for each individual you register, i.e. including the grandfather's name.
- Ignoring the grandfather's name can make it difficult to process payments for the person you register.
- **If your staff bank account number is mistakenly registered for other person and already in the system, please contact the central admin to remove that.**

Please make sure that you have used the appropriate data boxes provided by this interface to submit exam admin personnel information; be sure to complete each one accurately and save it.

Create - Personnel

1. Application Information

Applicant Institute(Parent office) Apply for Apply for role Apply as

--Select-- 2015 First Round Examination --Select-- --Select--

2. Personal Information

Title English Full Name (Include grand father) ግዴታ ስም (አባት እና ግዴታ ስም)

Mr

Sex Email Alternate Email

Male email-id@gmail.com email-id@gmail.com

Tin Phone Number (start with 9...) Alternate Phone Number

+251 911 000 000 +251 911 000 000

3. Place of Birth

Region Zone Woreda

--Select Region-- --Select Zone-- --Select Woreda--

4. Place of Work

Region Zone Woreda

--Select Region-- --Select Zone-- --Select Woreda--

5. Bank Information

Bank Account Number

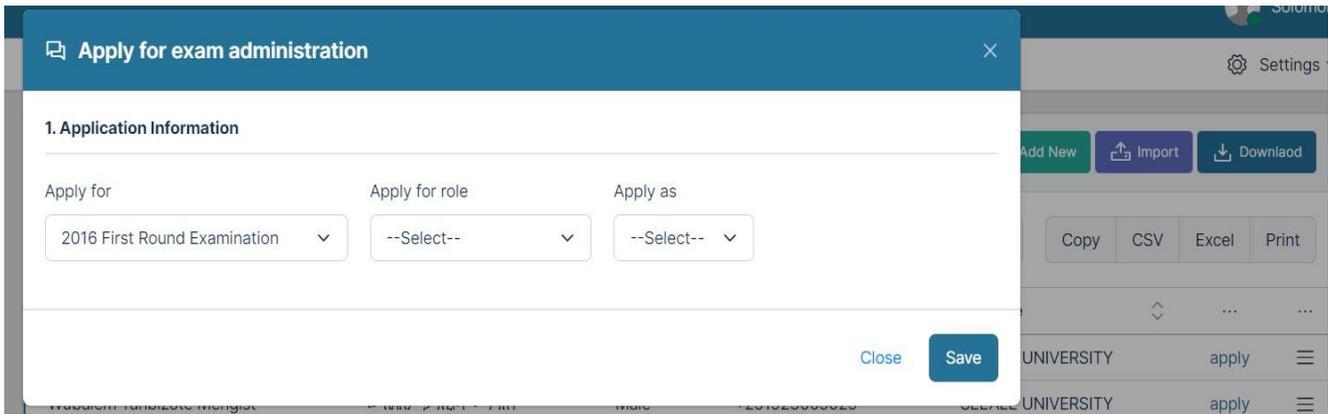
Commercial Bank of Ethiopia

Save
Back to List

b. Apply (Personnel already in a system)

1. Retrieve the Exam Admin Personnel List
 - Obtain the list of exam admin personnel who belong to your organization and participated in last year's examination.
2. Search by Name or Phone Number
 - You can search for individuals using either their name or phone number.
3. Application Process
 - If a person intends to apply for this year's exam, follow these steps:
 - a. Click on the blue text labeled "**Apply.**"
 - b. A dialog box will appear.
 - c. Select the **Apply for role** (e.g., Invigilator or Reader for blind) and specify the **Apply as** (Candidate or Reserve).

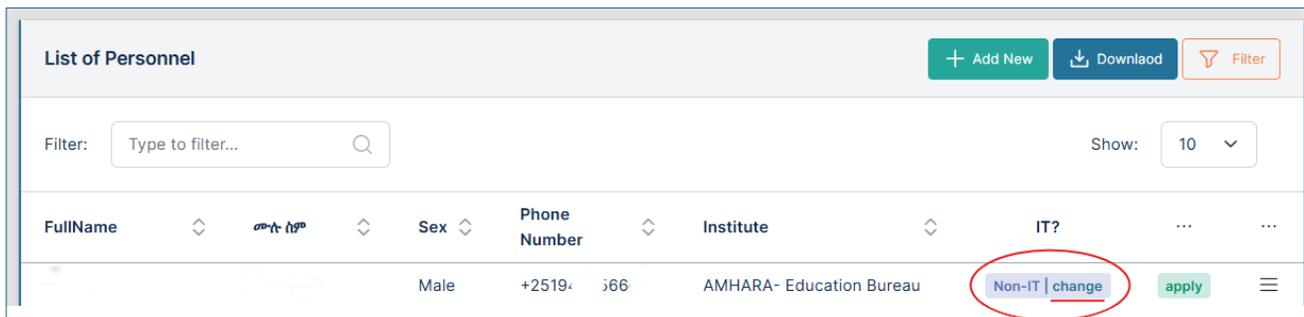
d. Click "**Save**" to complete the application process.



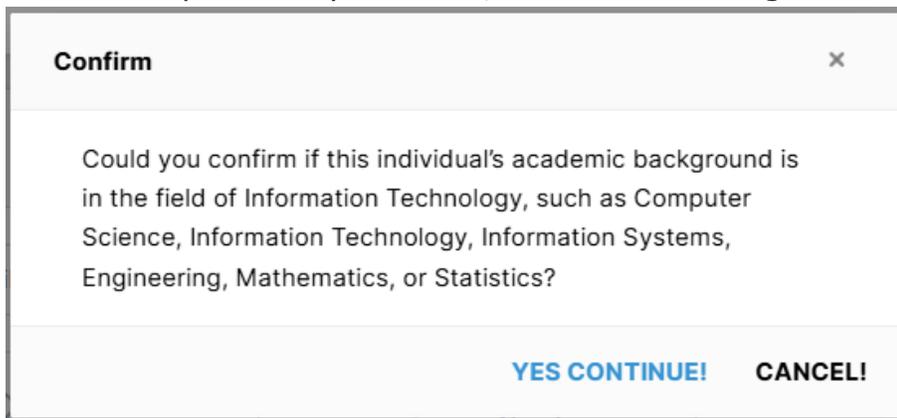
c. Change a personnel's profession to IT:

note that all exam administration personnel are set to non-IT by default. If you have an IT staff member applying for this exam, go to the personnel list under the personnel section to update their profession.

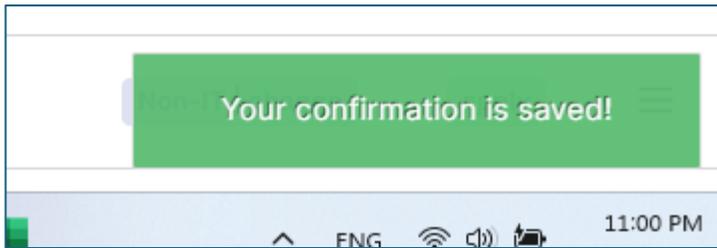
Click on Change button as shown in image below:



A confirmation dialog box will appear. Please read the message carefully and click '**YES CONTINUE**' if you want to proceed and change staff academic background. If you started this process by accident, click '**Cancel**' to go back.



If your Change is successful you will get below success message.



The change will be displayed immediately in the personnel list, as shown below.

FullName	Sex	Phone Number	Institute	IT?		
	Male	+2519 556	AMI—RA- Education Bureau	IT change	apply	☰
	Female	+251 3124355	AM—RA- Education Bureau	Non-IT change	apply	☰

Note

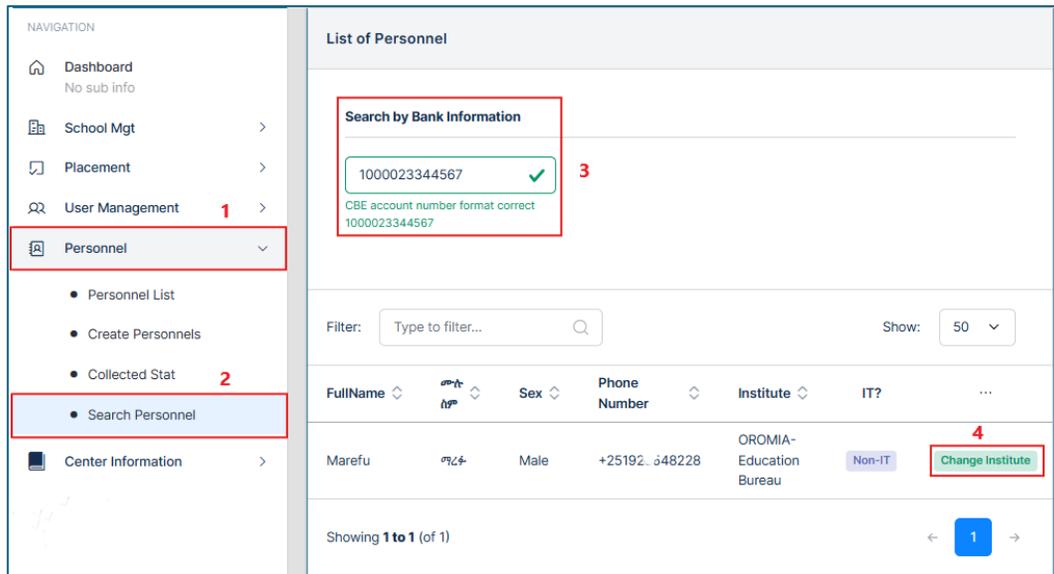
To revert the already saved change back to non-IT, click the Change button again and confirm by selecting **'YES CONTINUE'**.

d. Change Personnel Institute:

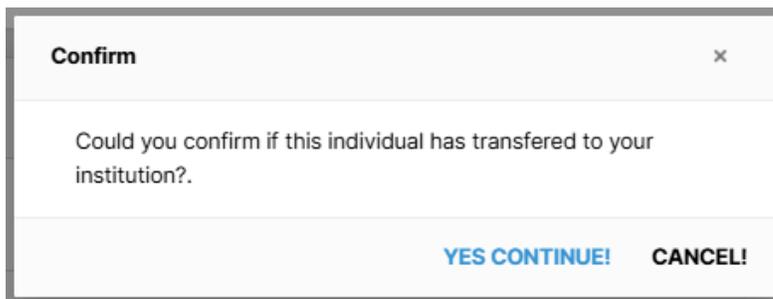
By default, you will manage personnel within your institution only. If someone is transferred to your institution from a previous year, you must first update their institution to yours before proceeding. To do so go to **'Search Personnel'** from the left-hand side sub menus.

1. **Navigate to Personnel:** Click on Personnel to expand the submenus, shown by number 1 in the image below.
2. **Click on 'Search Personnel':** shown by number 2. This will open the List of Personnel page on the right side.
3. **Type in the Correct CBE Account Number:** Enter the correct CBE account number. You will see confirmation of the account format written in green, as shown by number 3.

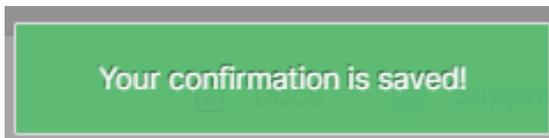
4. **Click Change Institute** shown by number 4. This will open a final confirmation page for you.



5. **Confirmation page:** Click 'YES CONTINUE'



You will see a success message at the bottom of your page shown below, and the system will automatically redirect you to the exam application page.



Take Extra Care

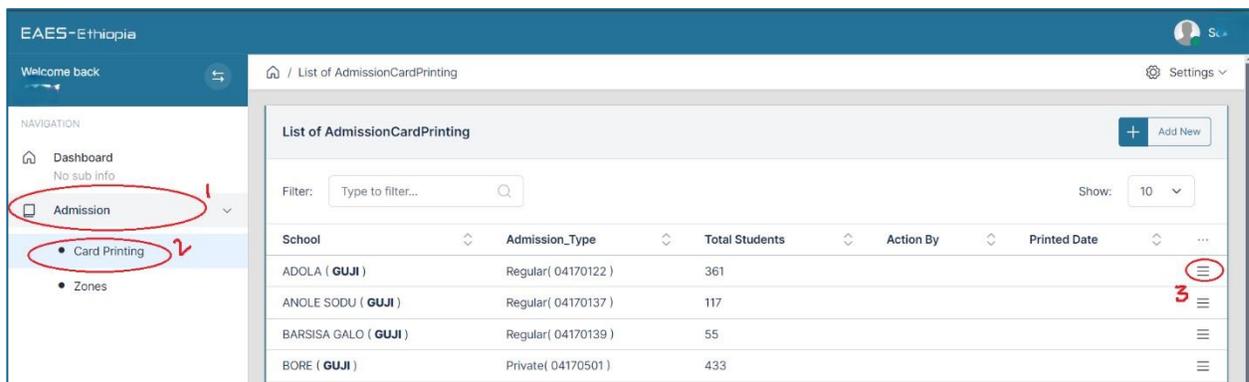
Please ensure that the staff member you are transferring belongs to your institution. If not, you may by mistake disrupt someone's information, which is also saved in the system with your ID and your Action.

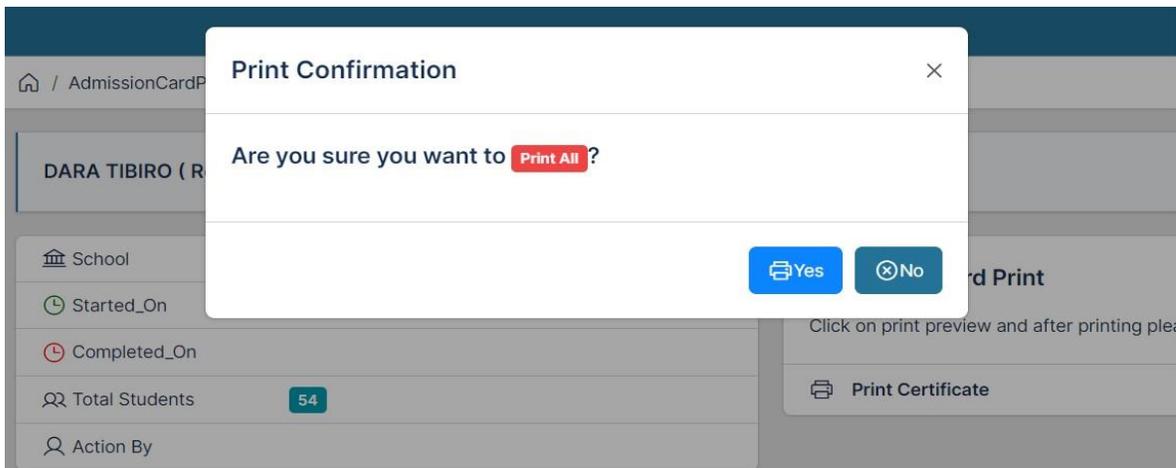
12. Admission card printing

If you are a regional or zonal user, you have two options for handling admission cards. As a regional user, you can either print the admission card directly or delegate the printing task to zone users. To delegate, you can create accounts for zone users or share specific admission card URLs via SMS. If you are a zonal user, you can either print the card yourself or share the admission card URL with specific individuals via SMS.

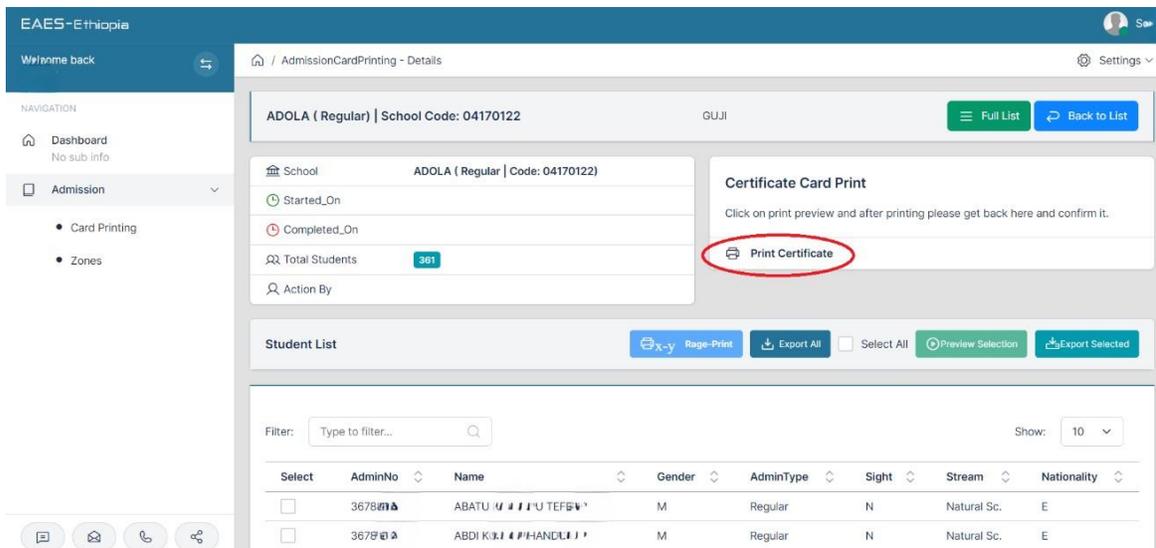
a. Print Admission Card

- a. Navigate to the **Admission Card** Menu.
- b. Select **Card Printing**.
- c. Automatically, you'll see a list of all schools, with their respective zones indicated in brackets.
- d. Right-click on the **hamburger menu (identified as number 3 in the picture)**.
- e. Choose **View Detail**.
- f. You'll be redirected to another page where you can print the admission card for a specific school.





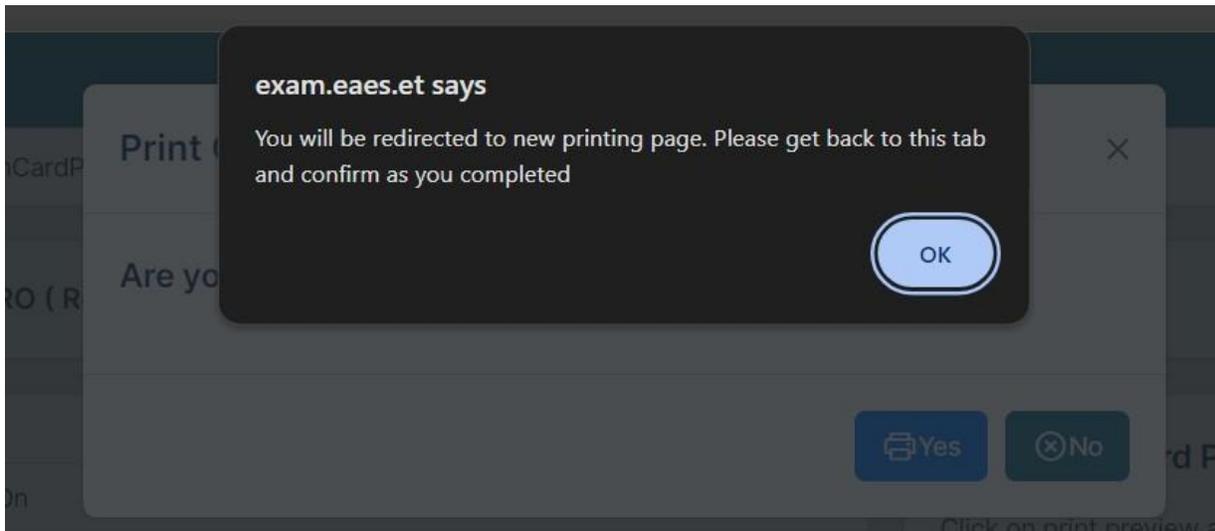
To access the page for printing admission cards, click on '**Print Certificate**' The system will prompt you for confirmation and request permission to open a new page. This page contains a PDF file with all students' admission cards.



Take note of the above page; it provides valuable information for your review. For instance, you can access details about the admission card printing task, including its start and completion times. Additionally, you'll find information about the person who previously printed the admission card. Furthermore, you can search the student list to verify the existence of specific students. We encourage you to explore these advantages and make the most of them.

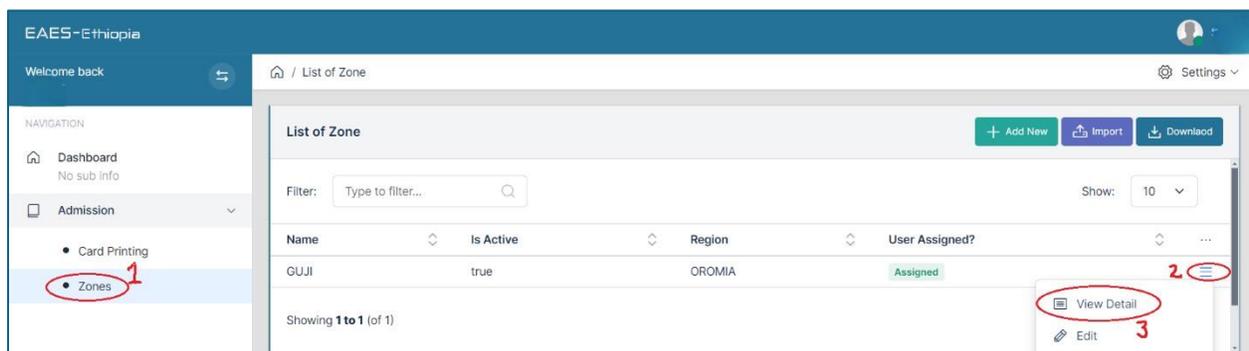
Print Confirmation. Click '**Yes**' if you want to get the pdf file

Click **'OK'** to allow the browser to open a new tab and generate the admission card, *please be aware that you need to wait for the system, as the admission card generation process may take some time depending on your internet connection and the number of students. The system dynamically gathers all the necessary information and creates admission cards on the fly.*



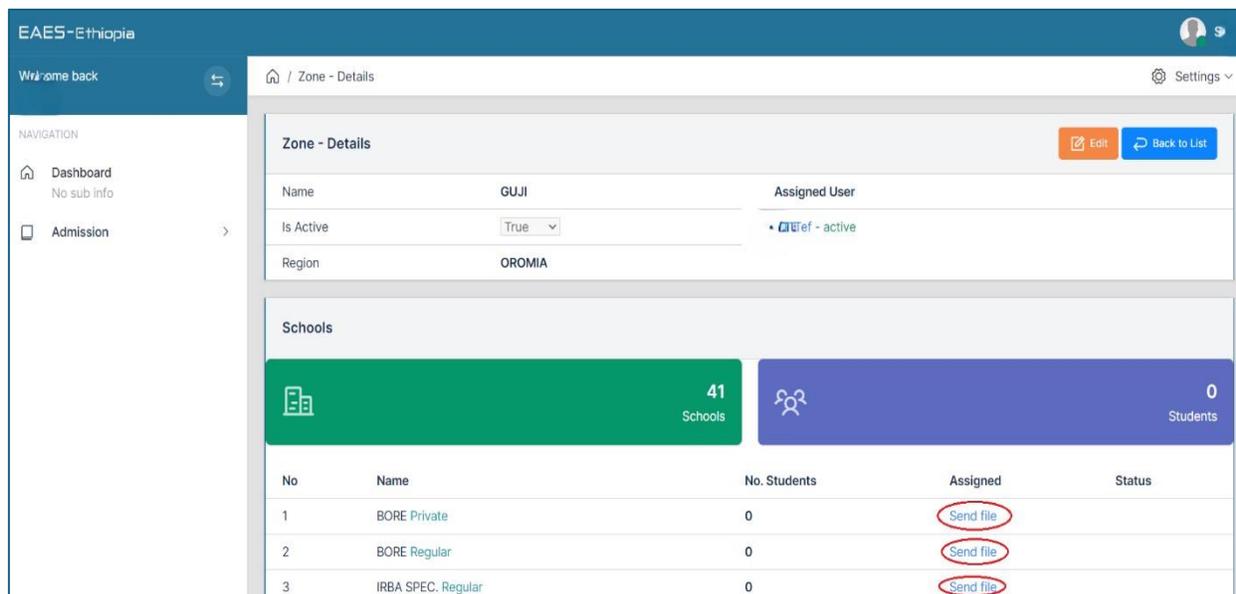
b. Send Admission Card Printing URL

Begin by selecting **'Zones'** from the Admission Menu. Next, right-click on the **hamburger menu** indicated as number 2 below. Finally, click on **'View Detail'**. This action will redirect you to a new page displaying the list of schools within the specified zone.



As seen below in picture, there is a **'Send File'** text corresponding to each school category (regular, private, night, deferred, or distance students). As you're likely

aware, admission card printing is done on a per-school and per-student type basis. Please take note that when you click on the **'Send File'** text, a new dialog box will prompt you to enter the phone number to which you'd like to send the admission card printing URL.



i. Provide a Phone Number:

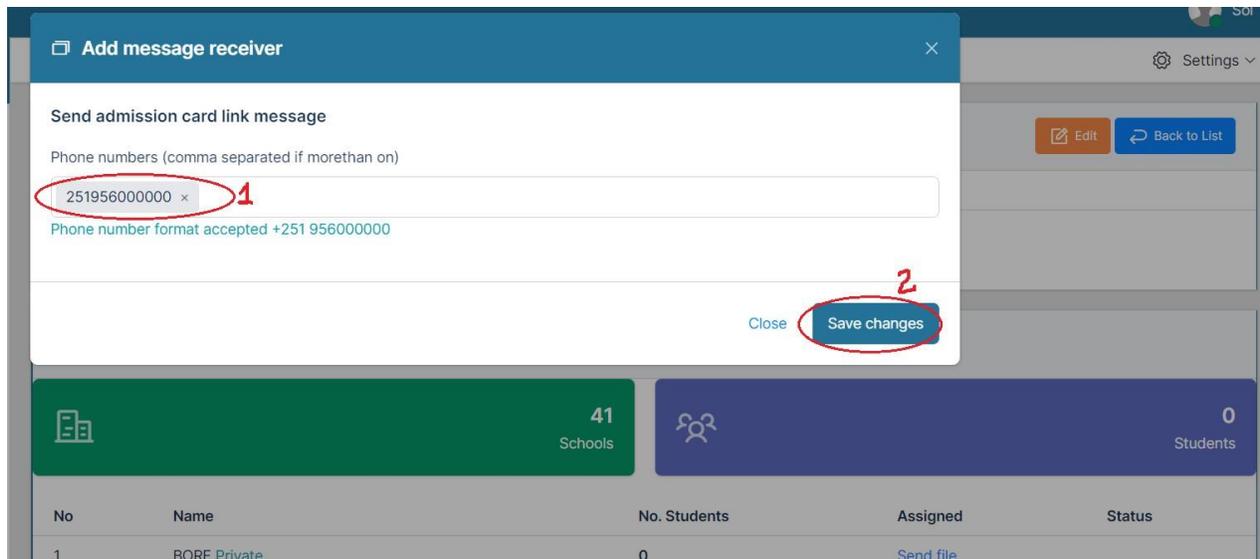
Begin by entering the phone number. If you want to send this information to multiple recipients simultaneously, separate the numbers using commas. After entering the phone number(s), proceed to the next step.

ii. Click "Save Changes":

Click on the "Save Changes" button to send the SMS message containing the relevant details.

iii. Important Considerations:

Double-Check Phone Numbers: Ensure that you verify the phone number(s) you entered. Mistakes in typing could result in sensitive information reaching the wrong hands.



Cautions

- Exercise extra care when using this feature. The printing URL is confidential and should not be shared with anyone, including students. It contains all student comprehensive information.

13. Getting Data from a System.

It is essential to retrieve examinee data along with their respective exam location placement information. Additionally, you require data of your staff placed to different institutions for exam administration duties. If you are in an exam-delivering institution, you will also need the staff placed at your institutions for accommodation and managing their duties later.

To get this information, navigate to the Placement Menu on the left pane, indicated by number 1. Click on "**Download Students**," shown by number 2, and then click "**DownloadAll**." This will provide you with an Excel file containing all your examinees along with their exam location placement information.

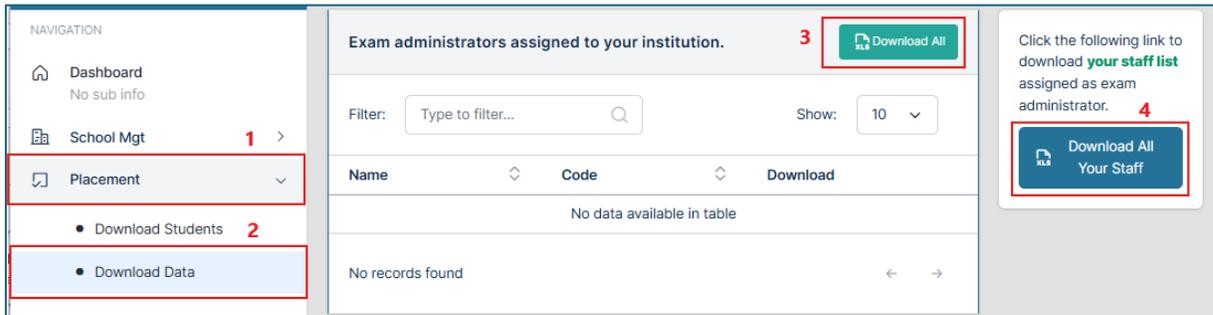
The screenshot displays the 'Exam Cluster' interface. On the left is a navigation menu with the following items: Dashboard (No sub info), School Mgt (1), Placement (2), Download Students, Download Data, User Management, Personnel, Center Information, and Admission Card. The 'Placement' menu item is highlighted with a red box and a red '1'. Below it, 'Download Students' and 'Download Data' are also highlighted with red boxes and a red '2'. On the right, the 'Exam Cluster' header contains '+ AddNew' and 'DownloadAll' (3) buttons. Below the header is a filter input field 'Type to filter...' and a 'Show: 10' dropdown. The main content area shows a table with columns 'Name', 'Code', and 'Students'. The table is currently empty, displaying 'No data available in table' and 'No records found'.

Download Exam Admin Staff Information

Go to the Placement Menu and click on "**Download Data**" This will display a page on the right side of the window. Please note that we expect two types of data: one for staff placed to your institution and the other is for your institution's staff placed in other institutions. Download the relevant data using the appropriate button in the system.

1. **Click on Placement:** Shown by number 1 below.
2. **Click on Download Data:** Shown by number 2.
3. **Download Exam Admin Staff:** Click on '**Download All**', shown by number 3, to download the list of exam admin staff *assigned to your institution*. This is useful if your institution is an exam center, as you can accommodate and manage their exam administration duties.

4. **Download Staff List for Other Institutions:** Click on the button indicated by number 4 to get a list of your staff placed in different institutions for exam administration. This will allow you to announce their placements and provide them with support letters for their duties and travel.



Note

The downloaded data will be provided in an Excel file based on your account registration information. Please ensure you verify the totals and perform all necessary checks before using the data, as you may receive partial data if your account institution information is not correctly set.

14. Conclusion

This is a concise user guide that provides instructions for using the exam administration system, covering user creation, activation, exam admin personnel data collection, and admission card printing. Please review it carefully. If you encounter any issues while using the system, feel free to join our WhatsApp group and share a screenshot of any errors or problems you encounter. Our active support team is ready to assist you promptly.

Thank You!