

## ITANGAZO RIGENDANYE NO GUKORESHA INDANGAMANOTA ZIVUYE MURI “CAMIS”.

Ikigo cy'Igihugu Gishinzwe Ibizamini n'Ubugenzuzi bw'Amashuri (NESA) cyashyizeho urubuga rwa murandasi rukoreshwa mu kwandika no kubika amanota ya buri munyeshuri wiga mu mashuri abanza n'ayisumbuye mu Rwanda rwitwa CAMIS (Comprehensive Assessment Management Information System).

Bimwe mu byo urwo rubuga rufasha amashuri, ni uko amanota azabasha kubikwa mu buryo bw'ikorabuhanga, akabasha gukoreshwa igihe icyo ari cyo cyose bibaye ngombwa. Niyo mpamvu NESA imenyeshya amashuri yose bireba ko **guhera mu mpera z'igihembwe cya kabiri cy'umwaka w'amashuri wa 2023/2024, CAMIS izakoreshwa mu gukora indangamanota MU MASHURI ABANZA N'AY'ICYICIRO CYA MBERE CY'AMASHURI YISUMBUYE**. Indangamanota z'Icyiciro cya kabiri cy'amashuri yisumbuye zo zizatangira gukoreshwa mu mpera z'igihembwe cya gatatu cy' umwaka w' amashuri wa 2023/2024.

Gukura indangamanota muri CAMIS y'igihembwe cya kabiri bisaba ko buri mwarimu agomba kuba yarinjije muri CAMIS amanota ya buri mwana yagize muri buri somo.

### Icyitonderwa:

1. Indangamanota zikurwa muri CAMIS n'umuyobozi w'ishuri cyangwa umwungirije ushinze amasomo.
2. Buri mwarimu wese agomba kwinjiza muri CAMIS amanota ya buri mwana kuri buri somo nk'uko amabwiriza agenga isuzumabumenyi n'isuzumabushobozi abiteganyaga.
3. Buri muyobozi w'ikigo cy'ishuri agomba kugenzura neza ko buri mwarimu afite amasomo yigisha muri sisitemu ya SDMS akanagenzura niba abanyeshuri bose bandintse muri SDMS.
4. Abashinzwe uburezi mu nzego zitandukanye (DDEs, DEOs, SEIs, DPIs) barasabwa gukurikirana no gufasha mu ishyingirwa mubikorwa ry'ibikubiye muri iri tangazo.

Kumugereka w'iri tangazo murahasanga uburyo n'inzira bikoreshwa kugira ngo indangamanota ikurwe muri CAMIS.

Ukeneye ubufasha yahamagara ku murongo wa NESA utishyurwa (9070) agahabwa ubufasha.

Bikorewe i Kigali ku wa 18/03/2024



**UBUYOBOZI BWA NESA**

# Comprehensive Assessment Management Information System (CAMIS)

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## CAMIS SCHOOL REPORT CARD PRODUCTION

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**USER GUIDE MANUAL**



MARCH 18, 2024

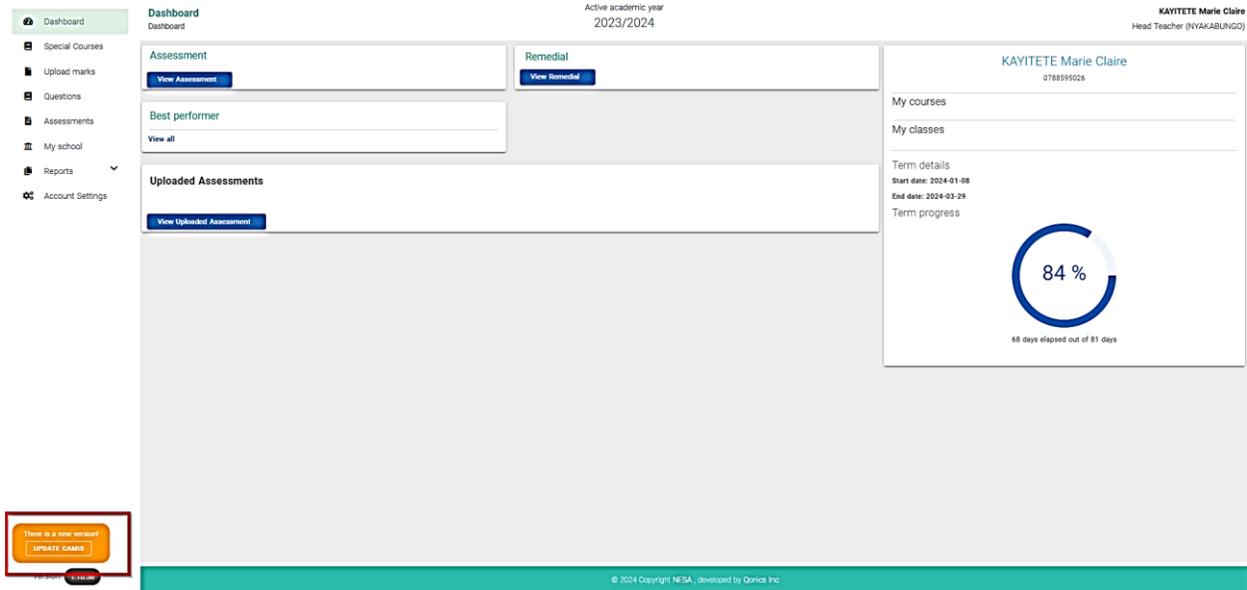


# Introduction

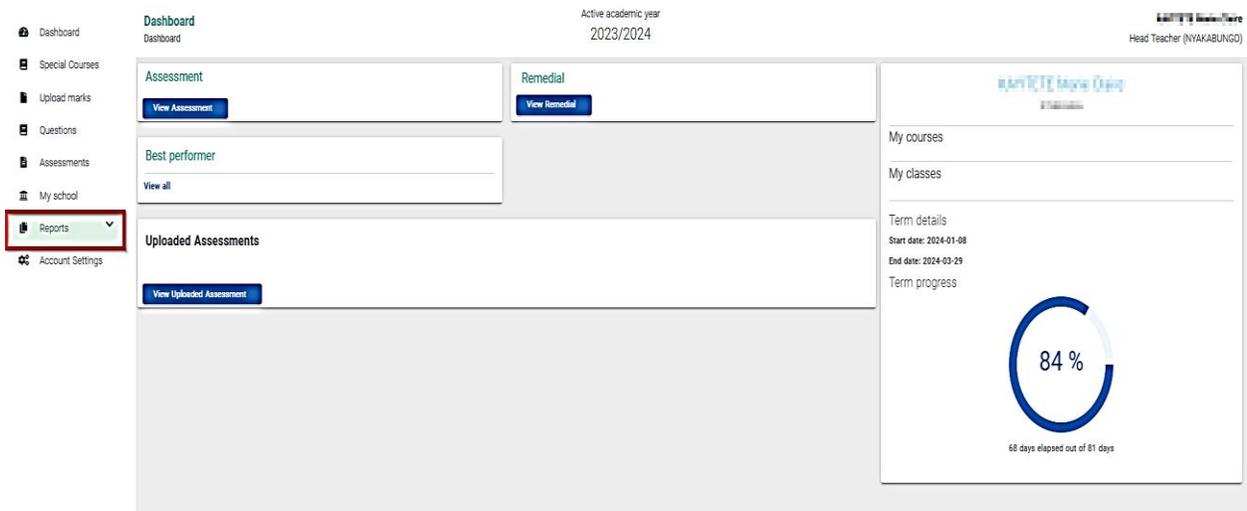
We recently made updates to CAMIS where we improved the functionality of the report card. This document serves as a guideline for how to generate a report card in CAMIS.

## Steps

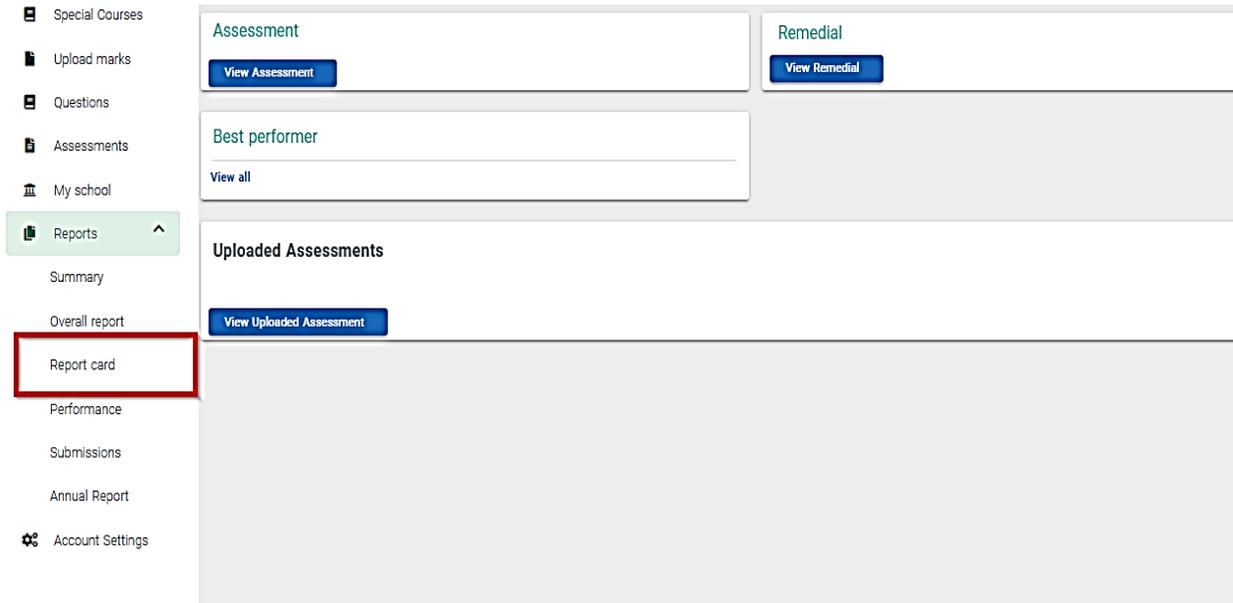
**Step 1:** After logging in to CAMIS, update your browser by clicking this **UPDATE CAMIS** button on the bottom left of your screen.



**Step 2:** After you update your browser, go to the “**reports**” button, and expand it.

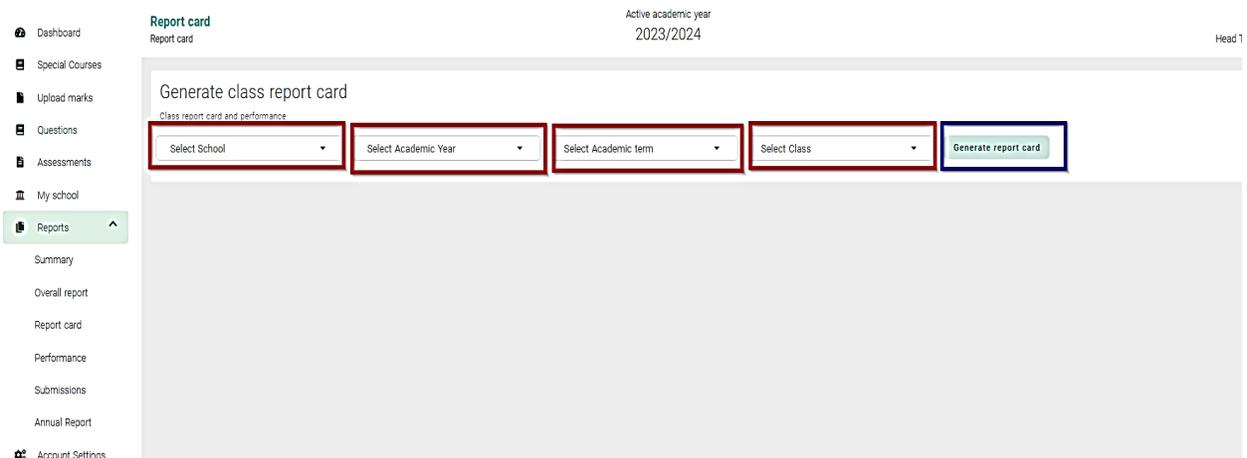


**Step 3:** After you click the reports button, go to the “**report card**”.

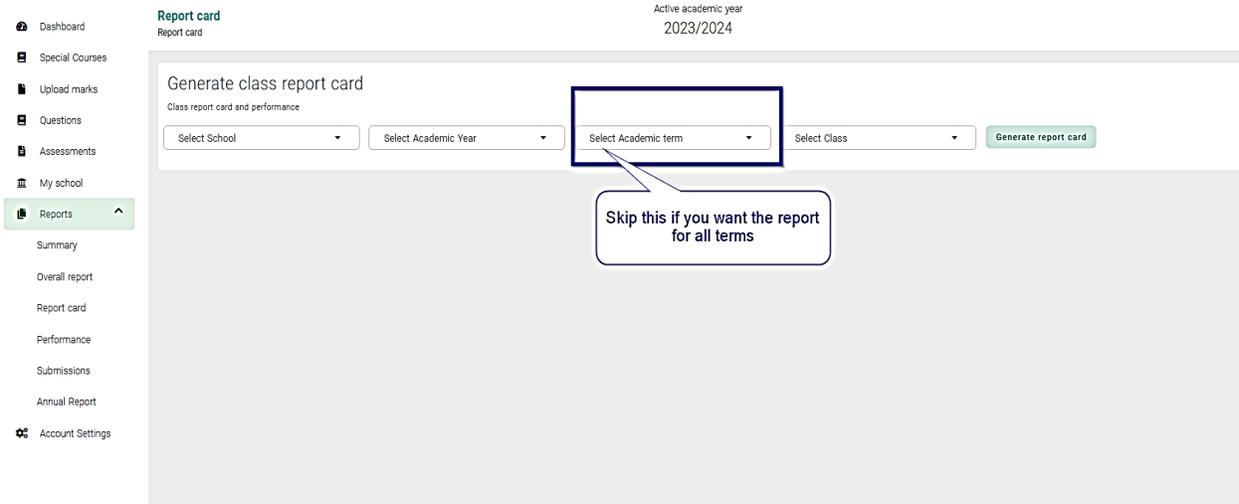


**Step 4:** After clicking on the report card, you will find these fields to fill.

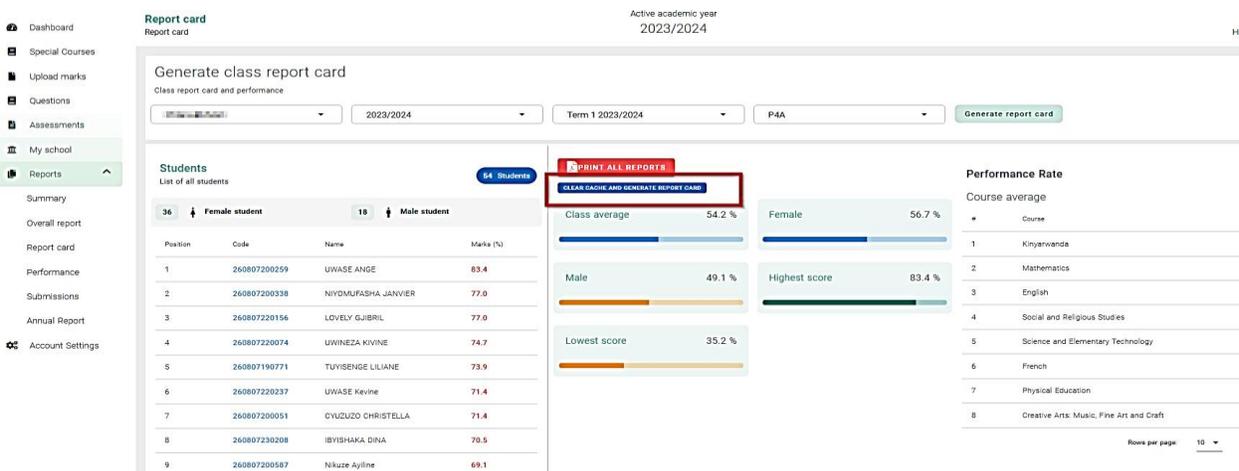
- **“Select school”**: you will find the name of your school and click on it.
- **“Select academic year”**: on the drop-down menu select which academic year you want the reports to (for the current one, choose 2023/2024)
- **“Select academic term”**: on the drop-down menu select which term you want the report card for if you want report cards for a specific term. By default, this will bring all terms in that academic year. (for example, in this term, if you don’t select the academic term, the report card will bring both term 1 and term 2)
- **“Select Class”**: on the drop-down menu select which class you want the report for.
- **“Generate report”**: After setting all the above parameters, now click on Generate report card.



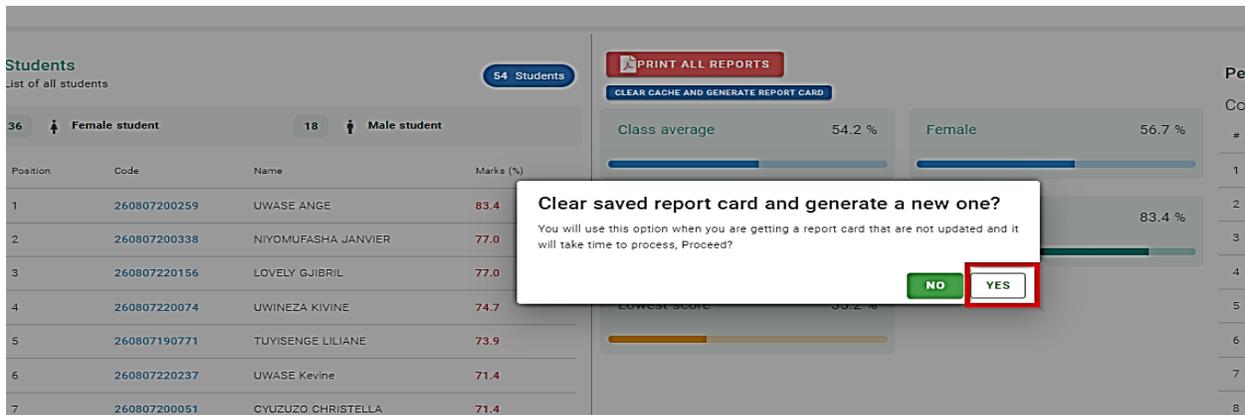
If you want to produce reports for all terms skip this step



**Step 5:** After you generate the report, click on “**CLEAR CACHE AND GENERATE REPORT CARD**”



**Step 6:** This pop-up will come and click on “**Yes**”



## Step 6: Now Click on “**PRINT ALL REPORTS**” if you want to print.

Report card

Active academic year: 2023/2024

Generate class report card

Class report card and performance

2023/2024 Term 1 2023/2024 P4A

Generate report card

Students: 54 Students

Female student: 36 Male student: 18

Position	Code	Name	Marks (%)
1	260807200259	UWASE ANGE	83.4
2	260807200338	NIYOMUFASHA JANVIER	77.0
3	260807220156	LOVELY GUBRIL	77.0
4	260807220074	UWINEZA KIVINE	74.7
5	260807190771	TUYSENSE LILIANE	73.9
6	260807220237	UWASE Kevin	71.4
7	260807200051	CYUZUZO CHRISTELLA	71.4
8	260807230208	IBYISHAKA DINA	70.5
9	260807200587	NKIZE Ayline	69.1

Performance Rate

Course average

#	Course
1	English
2	Kinyarwanda
3	Mathematics
4	Social and Religious Studies
5	Science and Elementary Technology
6	French
7	Physical Education
8	Creative Arts: Music, Fine Art and Craft

## Additional Notes

1. If you want to download the report cards you follow the following steps.

- After generating reports, press **ctrl+p** (same command you use when you are going to print)
- On Destination select “**Save as PDF**”

Print

23 sheets of paper

Destination: XeroxWorkCentre3

Pages: 1

Copies: 1

Layout: Portrait

More settings

Print Cancel

STUDENT REPORT CARD: UPPER PRIMARY

Academic Year: 2023/2023  
Combination: PRIMARY

SUBJECT	MAXIMUM		Score (2023/23)		Total	
	80%	70%	80%	70%	80%	70%
English	80	70	70.0	70.0	140.0	140.0
Kinyarwanda	80	70	70.0	70.0	140.0	140.0
Mathematics	80	70	70.0	70.0	140.0	140.0
Science and Elementary Technology	80	70	70.0	70.0	140.0	140.0
Social and Religious Studies	80	70	70.0	70.0	140.0	140.0
French	80	70	70.0	70.0	140.0	140.0
Physical Education	80	70	70.0	70.0	140.0	140.0
Creative Arts: Music, Fine Art and Craft	80	70	70.0	70.0	140.0	140.0
<b>Total</b>	<b>640</b>	<b>560</b>	<b>560.0</b>	<b>560.0</b>	<b>1120.0</b>	<b>1120.0</b>

- Now click on **“save”** and the file will be downloaded.

3:15:24, 5:03 PM cam.ac.nesai.gov/relip/ptpr/ReportCard/5791b7616206485680324818c300e1229d

**STUDENT REPORT CARD: UPPER PRIMARY**

Name: [Redacted] Register ID: [Redacted]

Academic Year: 2021/2022  
Candidate: F2104343  
Class: P10

SUBJECT	MAXIMUM			Score (2021/22)			Total		
	EU	E2	100%	EU	E2	100%	EU	MAX	%
English	80	80	100	-	50.0	50.0	5	50.0	62.5
Kiswahili	80	80	100	-	33.0	33.0	5	33.0	41.25
Mathematics	80	80	100	-	33.0	33.0	5	33.0	41.25
Science and Technology	80	80	100	-	33.0	33.0	5	33.0	41.25
Social and Religious Studies	80	80	100	-	60.0	60.0	5	60.0	75.00
French	40	40	100	-	-	-	-	-	-
Physical Education	20	20	100	-	17.0	17.0	5	17.0	42.50
Creative Arts, Music, Fine Art and Craft	20	20	100	-	17.0	17.0	5	17.0	42.50
<b>Total</b>	<b>400</b>	<b>400</b>	<b>100</b>	<b>140</b>	<b>214.0</b>	<b>214.0</b>	<b>10</b>	<b>214.0</b>	<b>53.50</b>

Percentage: 53.50%  
Final: 1 out of 43  
Parent's Signature: [Redacted]

Grading scale:  
Percentage: 100-75 (A), 75-60 (B), 60-45 (C), 45-30 (D), 30-15 (E), 15-0 (F)  
Grade Value: 5, 4, 3, 2, 1, 0

First Decision: Promoted / 2nd Sitting / Discontinued  
Final Decision: Prom / 2nd S / Dis

Headteacher Signature: [Redacted]  
Class teacher's Signature: [Redacted]  
Parent's Signature: [Redacted]

Save Cancel

2. When printing the report cards, we recommend printing report cards in a **portrait layout** so that the report fits the page perfectly.

Print 30 sheets of paper

Destination: XeroxWorkCentre3

Pages: All

Copies: 1

Layout: **Portrait**

More settings

Print Cancel

The following places on the report card will be filled by handwriting:

- Student Conduct
- Comment
- Headteacher signature
- Class teacher's signature
- Parent signature

