



UNIVERSITY OF MALAYA

USER MANUAL

F01 - Assessment Workstream (Student Result)

VIA MAYA

DOCUMENT PURPOSE:

This user manual contains all essential information for the user to make full use of the Assessment. This manual includes a description and step-by-step procedures on how to use the processes in Assessment. Use graphics where possible on this manual.

For the purposes of this document is to covers the step 6 in the assessment process flow.

INTENDED AUDIENCE:

- a) Central Admin
- b) Faculty Admin
- c) Lecturer
- d) Student
- e) Business Analyst
- f) Technical Analyst

TABLE OF CONTENTS

DOCUMENT PURPOSE:	2
INTENDED AUDIENCE:	2
1.0 INTRODUCTION	4
1.1 INDEX	4
1.2 USER CHARACTERISTIC	5
1.3 GLOSSARY	5
1.4 PROCESS FLOW	6
2.0 USER MANUAL	8
2.1 STUDENT VIEW RESULT	8
2.1.1 Login Page	8
2.1.2 Student Main Page	9
2.1.3 Result Page	10
3.0 APPENDIX	14
3.1 LIST OF INACTIVE STATUS FOR STUDENT	14

1.0 INTRODUCTION

The aim of this user manual document is to provide a quick and simple reference guide to new users of the MAYA e:Vision and a guide on steps used in Assessment process.

The document has been designed to support the training session an introduction to MAYA e:Vision for end users. It provides an overview of the system, its basic components and the path the student record takes through the system. This document also provides information on how to perform basic tasks and functions that may prove useful within your role.

You need to be aware of your responsibilities regarding the Data Protection Act to ensure that applicant and student data is accurate, and confidentiality is maintained. Finally, the team hope that by using this user manual you will find MAYA e:Vision easier to use.

1.1 INDEX

Term	Description
AASC	Academic & Administrative Services Centre
Academic Year	Academic session for academic calendar
Central Admin	AASC
Faculty	Faculty's user
Lecturer	Academic Staff
Level	Type of programme e.g. undergraduate, master, doctorate
MAYA E:Vision	University of Malaya Student Information System's web based
Module	Defines general information about each course and its activities
Period Slot	Types of time classifications used within a scheme e.g. terms, semesters
Programme	Programme of study available within a scheme e.g. a Bachelor of Arts
Occurrence	Available groups for each module offered
SITS	University of Malaya Student Information System client based
Start Period	Student's starting semester for the programme enrolled
Student	University of Malaya's student
System Admin	Centre of Information Technology (PTM)
UM	Universiti Malaya

1.2 USER CHARACTERISTIC

User	Responsibility / Activity
Administrator	The Administrator is the person or people who will have any and all the privileges of all other user types. They will have authority to set up and configure the system. They will also be able to set up access privilege all users
AASC Admin	The AASC Admin is the person or people who have privileges to access, manage all the assessment activities. They already have an account to log in SITS client.
Faculty Admin	The Faculty Admin is the person or people who have privileges to access and set up module tutor(coordinator). They are ready have an account to log in MAYA e:Vision.
Coordinator/Lecturer (Marker)	The Coordinator or lecturer is the person who coordinate assessment for each module which have privileges to access and view assessment module. They already have an account to log in MAYA e:Vision.
Student	The Student is the person or people who currently enrolled programme at UM. They already have an account to log in MAYA e:Vision.

1.3 GLOSSARY

Table	Table Name	Remark
MAV	Module Availability	Module Available
MAP	Module Assessment Pattern	Declared every semester
MAB	Module Assessment Body	Assessment Type, Weightage
SAS	Student Assessment Record	Generate Student Assessment
SMR	Student Module Result	
SMO	Student Module Taking	
SAT	Student Assessment Table	
AQH	Assessment Question Header	
AQS	Assessment Question Section	
AQE	Assessment Question Element	
SPR	Student Programme Route	
SYP	System Parameter	
MKS	Marking Scheme	
MKC	Marking Conversion	
MSS	Mark Scheme Signal	
MKR	Exam Marker	
SAQS	Student Assessment Question Section	
SAQE	Student Assessment Question Element	
SMRL	Module Result Audit	
ANT	Assessment Note Type	
SMM	Student Module Minutes	

1.4 PROCESS FLOW



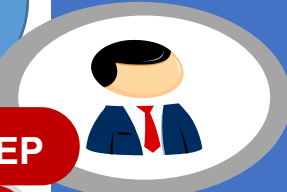
Hello, I'm MAYA. I'll guide you on the process flow

Setting Up Via SITS and MAYA

- Mark scheme
- Special grade
- Type of assessment
- Assign mark scheme for module and assessment in module availability and assessment pattern (every semester)
- Assessment pattern code and assign assessment pattern code in module availability (every semester)
- Set up process schedule for assessment weightage set up

STEP

1



Central Admin (SPP)
Week 3

STEP

2



Coordinator
Week 4 until Week 7

Setting-up Via MAYA

- Module assessment weightage
- Module question weightage
- Manage exam markers

STEP

3



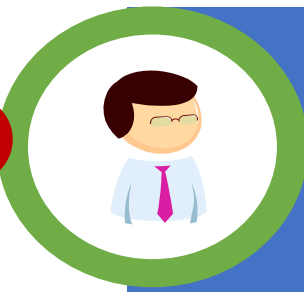
Central Admin (SPP)
Week 8

VIA SITS

- Generate assessment records
- Generate Batch Letters (GBL) for Foundation Programme group
- Generate Batch Letters (GBL) for Progressive Module (P1)

STEP

4

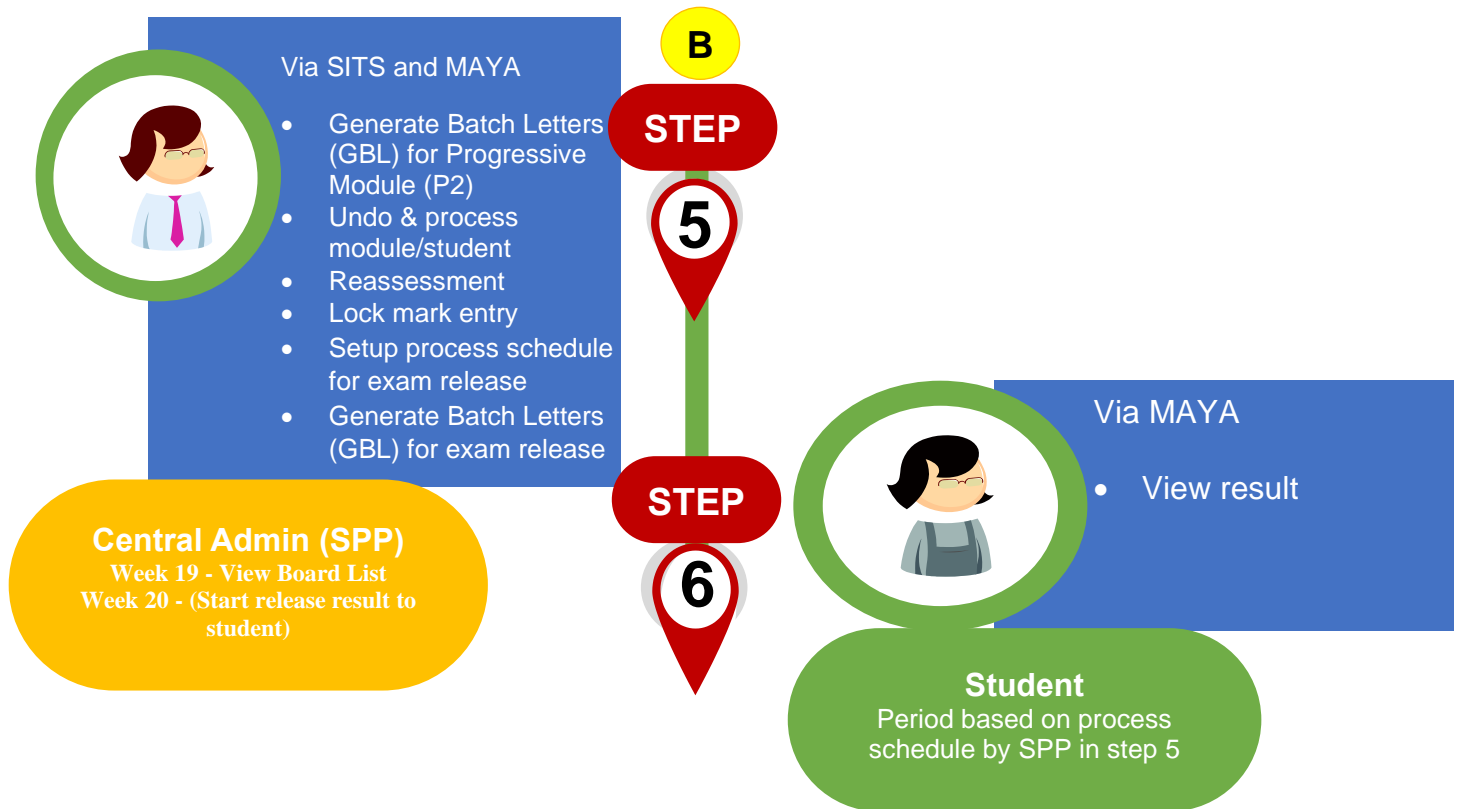


Coordinator/Marker
Week 8 until Week 18

Via MAYA

- Key In mark
- Export import (CSV) to mark entry
- Calculate module results
- Agree results
- View module results

A



2.0 USER MANUAL

2.1 STUDENT VIEW RESULT

2.1.1 Login Page

The screenshot shows the login page of the Maya Academic Portal. The browser address bar displays <http://maya.um.edu.my>. The page header includes the Universiti Malaysia logo and the text 'Academic Portal MAYA'. The main content area features a 'Log in to MAYA' form with fields for 'Username' and 'Password', a 'Forgot password' link, and a 'Log in' button. To the right is a 'MAYA Notice Board' with several announcements. Three numbered callouts are present: 1. A box pointing to the page title 'Log in to the Academic Portal MAYA'. 2. A box containing the text 'Enter : • siswamailusername@perdana.um.edu.my Email address ; and • Password', with a red bracket pointing to the username and password fields. 3. A box pointing to the 'Log in' button with the text 'Click 'Log In''.

1 Log in to the Academic Portal MAYA

2 Enter :
• siswamailusername@perdana.um.edu.my Email address ; and
• Password

3 Click 'Log In'

UNIVERSITI MALAYA Academic Portal MAYA

Log in to MAYA

Username

Student: SiswaMail ID@perdana.um.edu.my || Staff: UMMail ID@um.edu.my

Password

Forgot password

Log in

MAYA Notice Board

Semester II 2021/2022: Module Registration Virtual Counters
To view the details, please click here

Semester I 2021/2022: Registration Schedule & Other Important Dates
for Undergraduate & Postgraduate Students (Undergraduate & Postgraduate)
To view the details, please click here

UMSITS

Universiti Malaysia
© 2022 Pusat Teknologi Maklumat. All Rights Reserved. [Go to top](#)

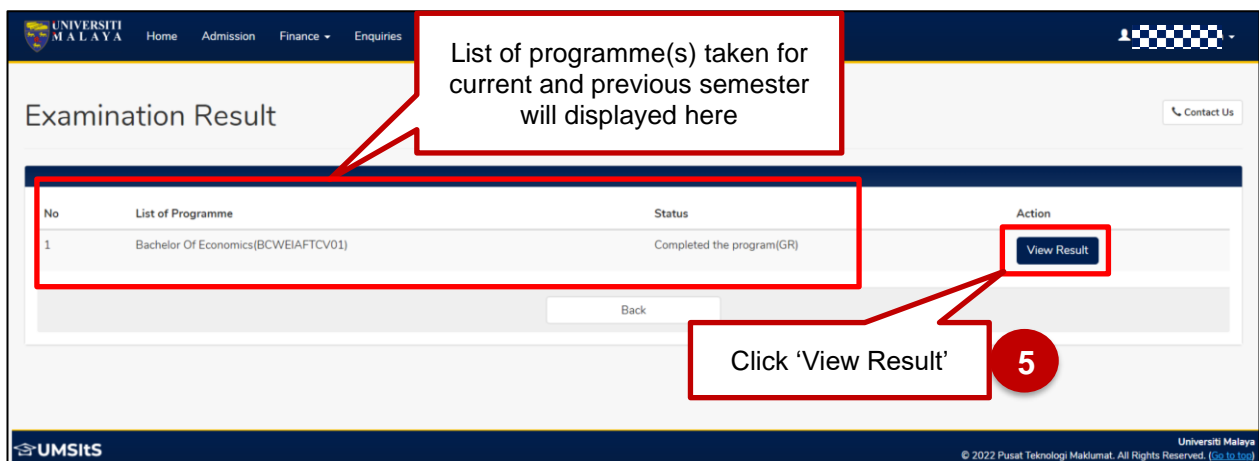
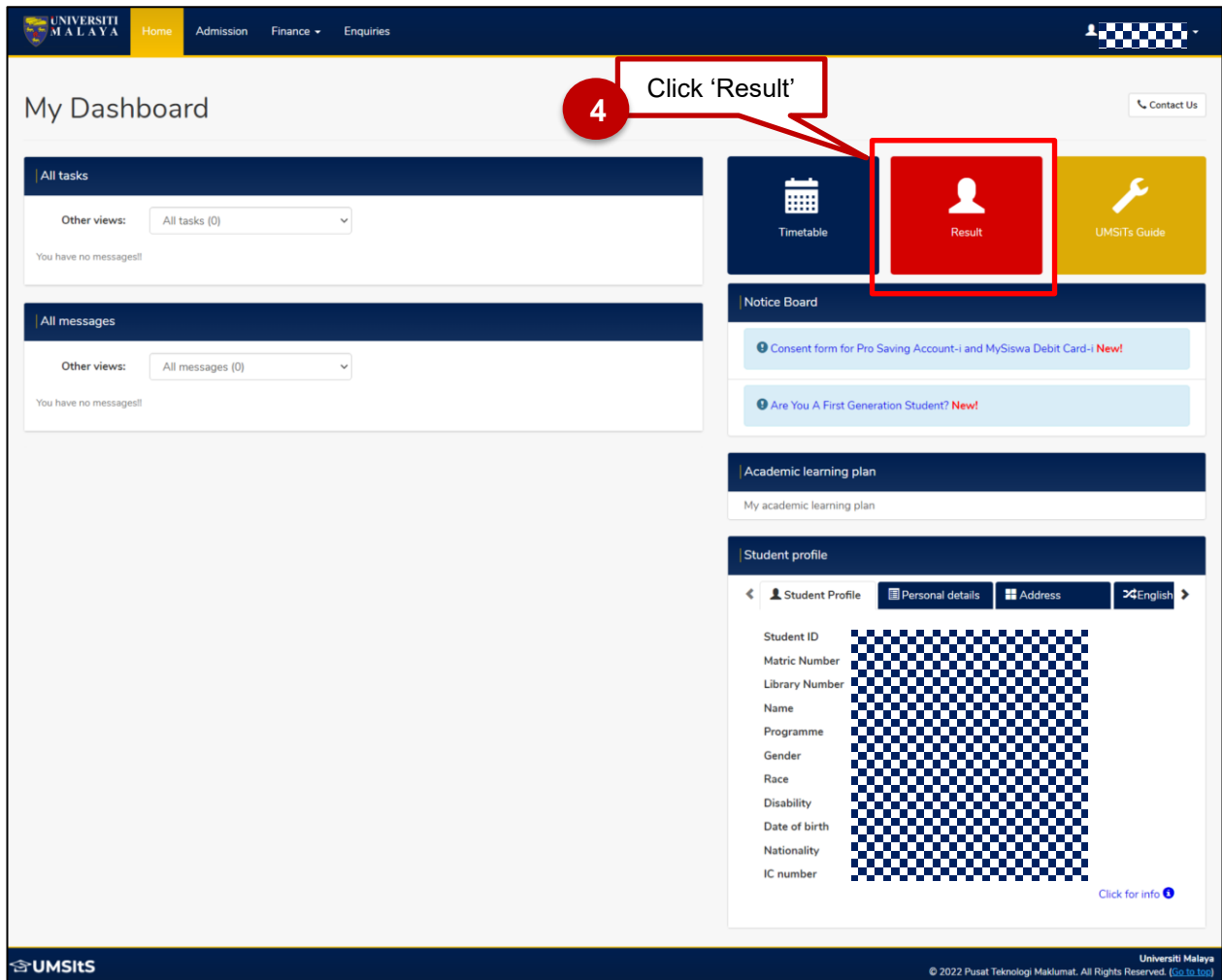
2.1.2 Student Main Page

The screenshot displays the 'My Dashboard' for a student at Universiti Malaya. The top navigation bar includes 'Home', 'Admission', 'Finance', and 'Enquiries'. The dashboard is divided into several sections:

- Tasks and Messages:** Two sections for 'All tasks' and 'All messages', both showing 'Other views' dropdowns and 'All tasks (0)' / 'All messages (0)'. Both sections indicate 'You have no messages!'.
- Quick Actions:** Three colored buttons: 'Timetable' (blue), 'Result' (red), and 'UMSIt's Guide' (yellow).
- Notice Board:** Two notification cards: 'Consent form for Pro Saving Account-i and MySiswa Debit Card-i New!' and 'Are You A First Generation Student? New!'.
- Academic Learning Plan:** A section titled 'My academic learning plan'.
- Student Profile:** A detailed section with tabs for 'Student Profile', 'Personal details', and 'Address'. It lists fields: Student ID, Matric Number, Library Number, Name, Programme, Gender, Race, Disability, Date of birth, Nationality, and IC number. A large checkered placeholder image covers the profile details. A 'Click for info' link is at the bottom right.

The footer contains the UMSItS logo and copyright information: 'Universiti Malaysia © 2022 Pusat Teknologi Maklumat. All Rights Reserved. [Go to top]'.

2.1.3 Result Page




The screenshot shows the 'Examination Result' page. The 'Programme' is set to 'BACHELOR OF ECONOMICS'. The 'Year & Period' dropdown menu is highlighted with a red box and a callout box labeled '6' that says 'Select 'Session' accordingly example : 2018 S1'. The dropdown menu is open, showing options from 2016 S1 to 2018 S1. The 'Next' button is highlighted with a red box and a callout box labeled '7' that says 'Click 'Next''. The 'Back' button is also visible.





The screenshot shows the 'My Results and Progression' page. A callout box labeled '6' points to the main content area, stating 'Examination result will be displayed here'. The page displays results for '2018 - SEMESTER 1'. Under 'My Results', there is a table with one entry: '1. EIA3004 - INDUSTRIAL TRAINING' with a credit of 6, grade of A, and grade point of 24.00. Under 'My Progression', there is a table with one entry: 'SEMESTER 1' with a result of 'GRADUATE', GPA of 4.00, and CGPA of 3.42. The 'Download Result' button is highlighted with a red box and a callout box labeled '8' that says 'Click 'Download Result''. The 'Back' button is also visible.

No.	Module	Credit	Grade	Grade Point
1.	EIA3004 - INDUSTRIAL TRAINING	6	A	24.00

Period	Result	GPA	CGPA
SEMESTER 1	GRADUATE	4.00	3.42

The result will display PDF document as below:




Name : 
 Registration No : 
 NRIC/Passport No : 
 Programme : 

Examination Result For Semester 1, Session 2018/2019


No	Module Code	Description	Credit	Grade	Grade Point
1.	EIA3004	INDUSTRIAL TRAINING	6	A	24.00

Result : GRADUATE
 GPA : 4.00
 CGPA : 3.42

This information is computer generated. No signature required.



Head
 Examination & Graduation Section
 Academic Administration & Service Centre
 University of Malaya



- a) Inactive students will receive the message below when they attempt to view their results. Refer for appendix 3.1 for list of inactive status for student.

You have been barred from checking the examination results due to **INACTIVE** status. Kindly contact the AASC at skp_aasc@um.edu.my. Thank you.

My Results and Progression [Contact Us](#)

You have been barred from checking the examination results due to **INACTIVE** status. Kindly contact AASC at spp_aasc@um.edu.my. Thank you.

[Back](#)

[Debug info](#)

- b) Students with an incomplete CTES will receive the message below when they attempt to view their results.

You have been barred from checking the examination results due to incomplete CTES. Kindly contact the AASC at spps_aasc@um.edu.my. Thank you.

My Results and Progression [Contact Us](#)

You have been barred from checking the examination results due to incomplete CTES. Kindly contact the AASC at spps_aasc@um.edu.my. Thank you.

[Back](#)

- c) Students that have outstanding balances will receive the message below when they attempt to view their result.

Message :-

You have been barred from checking the examination results due to outstanding balances. Kindly contact the Bursary at bursar_student@um.edu.my. Thank you.

The screenshot shows a web page titled "My Results and Progression". At the top right, there is a "Contact Us" button. A dark blue banner contains the message: "You have been barred from checking the examination results due to outstanding balances. Kindly contact the Bursary at bursar_student@um.edu.my. Thank you." Below the banner is a "Back" button.

- For student under Open Intake Channel if have outstanding will get this message when they attempt to view their result

You have been barred from checking the examination results due to outstanding balances. Kindly contact the Finance Management Department at 03-22463649 / 011-40878453 or email to azizi_zakaria@um.edu.my / rahimah@um.edu.my (En. Azizi / Cik Rahimah) for further assistance. Thank you.

The screenshot shows a web page titled "My Results and Progression". At the top right, there is a "Contact Us" button. A dark blue banner contains the message: "You have been barred from checking the examination results due to outstanding balances. Kindly contact the Finance Management Department at 03-22463649 / 011-40878453 or email to azizi_zakaria@um.edu.my / rahimah@um.edu.my (En. Azizi / Cik Rahimah) for further assistance. Thank you." Below the banner is a "Back" button.

- d) Students with incomplete results will receive the message below when they attempt to view their results.

You have been barred from checking the examination results due to incompletes result. Kindly contact the AASC at spp_aasc@um.edu.my. Thank you.

The screenshot shows a web page titled "My Results and Progression". At the top right, there is a "Contact Us" button. A dark blue banner contains the message: "You have been barred from checking the examination results due to incompletes result. Kindly contact the AASC at spp_aasc@um.edu.my. Thank you." Below the banner is a "Back" button.

- e) Students result still under review will receive the message below when they attempt to view their result.

Message :-

Your examination result is still under review. Kindly contact the AASC at spp_aasc@um.edu.my. Thank you.

The screenshot shows a web page titled "My Results and Progression". At the top right, there is a "Contact Us" button. A dark blue banner contains the message: "Your examination result is still under review. Kindly contact the AASC at spp_aasc@um.edu.my. Thank you." Below the banner is a "Back" button.

- f) Students result under disciplinary action will receive the message below when they attempt to view their result.
Message :-

You have been barred from checking the examination results due to disciplinary case. Kindly contact the AASC at spp_aasc@um.edu.my. Thank you.

My Results and Progression

Contact Us

You have been barred from checking the examination results due to disciplinary case. Kindly contact the AASC at spp_aasc@um.edu.my. Thank you.

Back

3.0 APPENDIX

3.1 LIST OF INACTIVE STATUS FOR STUDENT

Code	Name
CSE	Leave from semester (student exchange program)
CSM	Leave from semester (medical)
CSP	Leave from semester (personal)
CGY1	Gap year leave (national service)
CGY2	Gap year leave (volunteer)
LPT	Lapsed and terminated from study
DG	Downgrade from PhD to Master
EP	Examination period after submitting the thesis
NT	Conversion to PhD from Master
MD	Deceased student
RE	Ready to Enroll
TDU	Withdraw from the university
TM	Student does not register for the current semester/term