

7.2 Upload Non-WSQ Assessment Result

To upload Non-WSQ Assessment Result, please follow the following steps:

1. Go to the SkillsConnect system website at <http://www.skillsconnect.gov.sg>.
2. Click the SingPass icon to login via **SingPass**.
3. The system will display the SingPass login page.



SingPass Singapore Personal Access

Secure [Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

Welcome to SingPass Authentication Service

Security Advisory

SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.

Please click [here](#) for tips on online security. You may also find useful guides on how to safeguard your online security and other cyber security related information at www.gosafeonline.sg

Click [here](#) to view more details about New SingPass Security Enhancements.

SingPass ID (Enter your **Identification Number**)
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

By clicking on the Submit button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.

4. Enter your NRIC number as your SingPass ID if you are Singaporean. For Permanent Resident, enter the CPF account or FIN number as your SingPass ID.
5. Enter your SingPass.
6. Click the “**Submit**” button.

7. The system will display the Profile Summary page.

Select one of the following profiles to continue.

Individual Profile(s)

- Trainee**
Apply CQA / CQA Status Enquiry
Update Profile
View Achievement
Print Transcript
- Trainer**
Update Profile
View Course Assignment
- Assessor**
Update Profile
View Course Assignment
- Curriculum Developer**
Update Profile
View Course Assignment

Organisation Profile(s)
For existing users, please select the relevant profile below for access into SkillsConnect.

- NSRS Approved Training Centre & Training Programme**
Company Name
Headquarter
- CET Provider**
Company Name
Headquarter
- WSQ Approved Training Organisation & Accredited Courses**
Company Name
Headquarter
- Non-Accredited Training Organisation**
Company Name
Headquarter

8. Click the “**Non-Accredited Training Organisation**” button.

9. At the left menu panel, go to “**Non-WSQ Course Menu**”, select “**Upload NONWSQ Asst Result**” and click “**Create Assessment Result**”.

Adhoc Claim Menu

- Create Claim

Non-WSQ Course Menu

- Copy to Draft
- Create Course
- Edit Course
- Upload NONWSQ Asst Result**
- Enquiry
- Enquiry

Training Grant Menu

- Edit Application

Organisation Menu

Full Qualification Assessment Result

Welcome S1412288E

Result 1 to 8 of 8

Submission Ref No	Ref No
Retrieve draft	02
2	02 Sep 2013 13:08

10. There are 2 methods to submit assessment records.

Create Assessment Result

Download Full Qual Assessment Result Template

Upload Full Qual Assessment Result CSV

Enter Full Qual Assessment Result

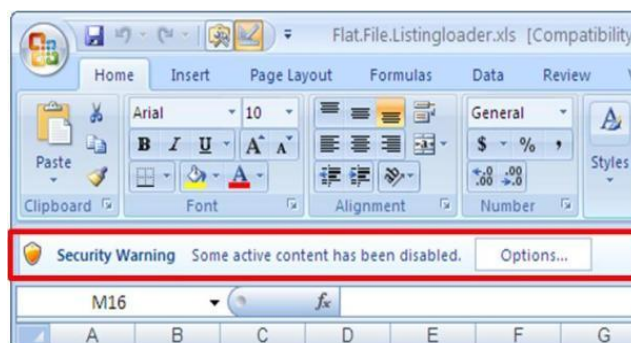
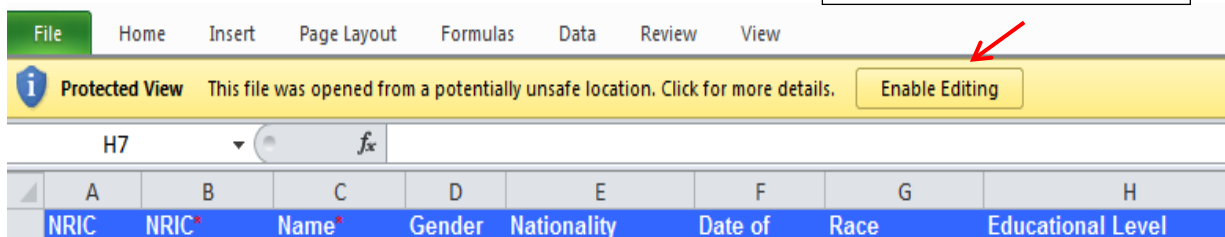
Method 1: Upload assessment records using CSV file upload template, recommended for submission of large volume of records.

Method 2: Submit assessment records by online data entry, recommended for submission of small volume of records.

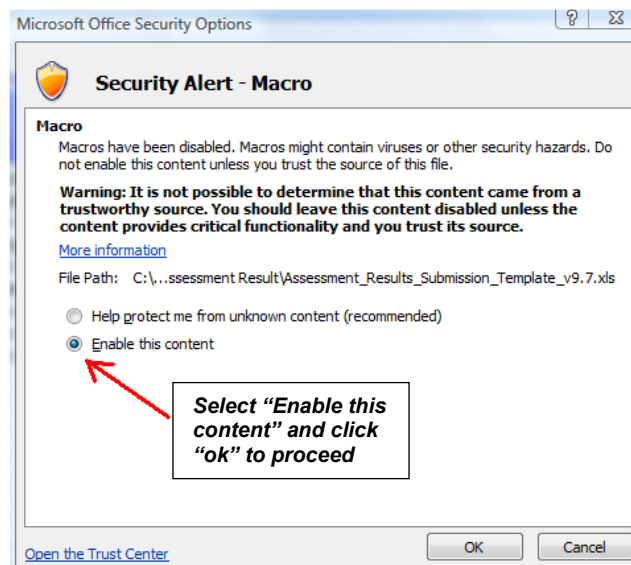
Method 1: Upload Assessment Records using CSV file upload template

11. The assessment records file to be uploaded must be in CSV format.
12. Click the “**Download Full Qual Assessment Result Template**” link to download the template. An image of the template is shown below. Please save the excel template for offline data entry and enable the macro button in the excel template before working on the template.

For Excel 2010 – Under Protected View - select “Enable editing” to proceed



For Excel 2007 and earlier – Under Security Warning - Macro dialogue box, click Options.



13. The table below shows the fields to be submitted and provides specific instructions for the input of each field.

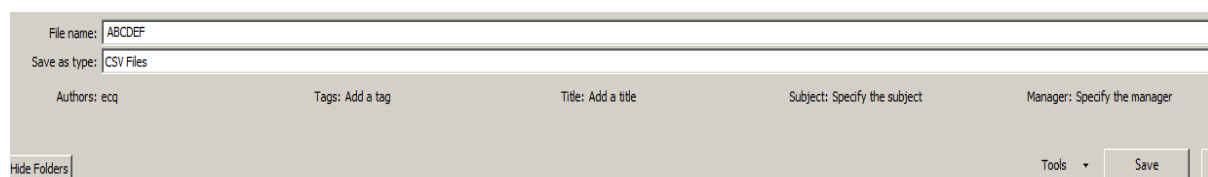
Column	Field	Mandatory (denoted with asterisk “*”)	Input Value or Format	Remarks
A	NRIC Type	Yes	Select from drop-down list	-
B	NRIC	Yes	-	-
C	Name	Yes	-	-
D	Gender	-	Select from drop-down list	-
E	Nationality	-	Select from drop-down list	-
F	Date of Birth	-	Use date format: DDMMYY YYY	-
G	Race	-	Select from drop-down list	-
H	Educational Level	-	Select from drop-down list	-
I	Qual Reference Number	Either the Qual Reference Number or SkillsConnect Course Reference Number is mandatory	-	Refers to the Qualification Code provided by the Ministry of Education (MOE) to Post Secondary Education Institutions (PSEIs).
J	SkillsConnect Course Reference Number		-	Refers to the WDA system generated Course Reference Number assigned to the course. Non PSEI Training Organisations should submit this number.

Column	Field	Mandatory (denoted with asterisk “**”)	Input Value or Format	Remarks
K	Submission Type	Yes	Select from drop-down list	<p>The Training Organisation may amend an existing record by uploading the same NRIC again with the amended records and select “UPDATE” under Submission Type.</p> <p>The Training Organisation may cancel a wrong assessment record by uploading the same NRIC again and select “VOID” under Submission Type.</p> <p>The NRIC, Qual Reference Number/SkillsConnect Course Reference Number and Conferment Date fields cannot be amended through the “Update” function. The affected records need to be void first before resubmitting the corrected record under the “NEW” Submission Type.</p>
L	Conferment Date	Yes	Use date format: DDMMYY YYY	<p>Refers to the date the individual attained the qualification. For non PSEI Training Organisations, please input the Date of Assessment.</p> <p>Only conferment dates/assessment dates after 1 Jul 2013 will be accepted.</p> <p>The conferment date/assessment date cannot be later than the date of submission of</p>

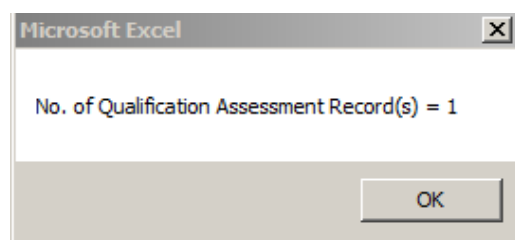
Column	Field	Mandatory (denoted with asterisk “**”)	Input Value or Format	Remarks
				assessment record.
M	Result	Yes	Select from drop-down list	-
N	Conferring Institute	-	-	Refers to the Organisation that issues the certification.
O	Course Start Date	Yes	Use date format: DDMMYY YYY	-

14. To generate the CSV file, click the “**generate CSV file**” button on the top right hand side of the excel file.

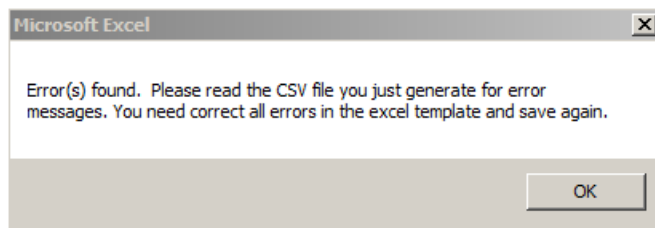
15. Input the file name and save the file. Do not change the file type.



16. If the CSV file is generated successfully, a pop-up box will indicate the number of assessment records.



17. If the CSV file is generated with error(s), a pop-up box will indicate that the error(s) need to be rectified.

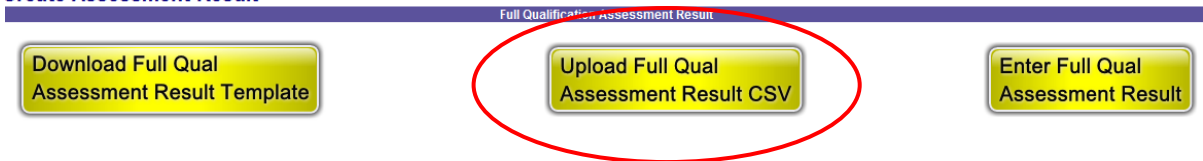


18. Go to the saved file and retrieve the error message(s). Amend the assessment record(s) according to the error message(s) provided and save the file again.

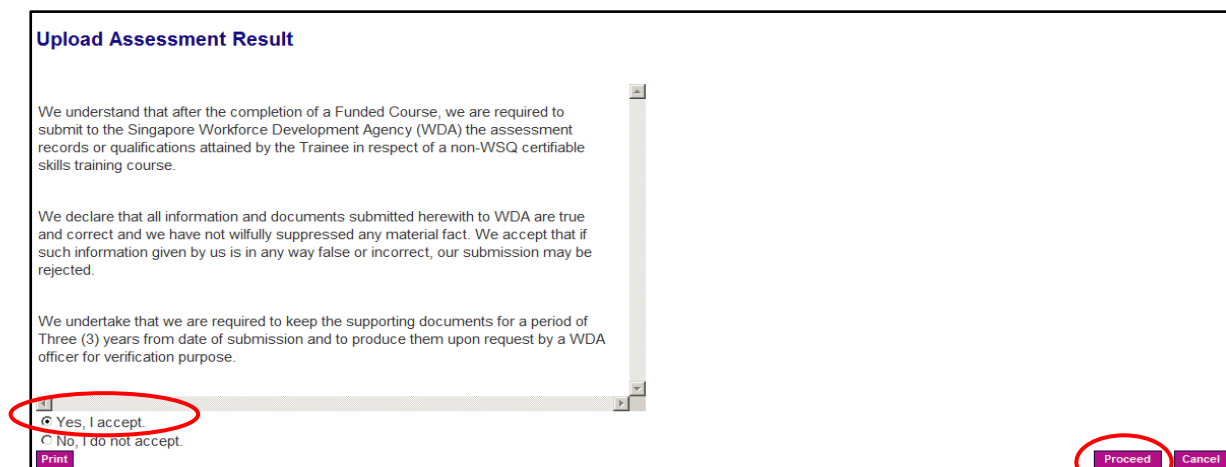
	A	B	C
1	Qualification Assessment Result Template	Error Message	
2	Error at Row 2 cell B2	ID Number is Invalid	
3			

19. To upload the Assessment Record CSV file, click the “**Upload Full Qual Assessment Result CSV**” link.

Create Assessment Result



20. The declaration page will appear as follows, read the declaration and select “**Yes, I accept**” when you are ready to proceed.



- Click the “**Browse**” button and select the file for upload. After the file has been selected, click the “**Upload**” button, followed by the “**Submit**” button.

Upload Assessment Result

Please limit to a maximum of 200 assessment records per csv upload. This is to ensure smoother transaction and to minimize time. You will encounter error if you use an older version of the assessment template or temper with the macro in the assessment template.

CSV file

SUPPORTING DOCUMENTS

Supporting Document

1 File uploaded			
File Name	File Size	File Type	Action
WALKINCASE2.CSV	0.08KB	CSV	<input type="button" value="Delete"/>

- Take down the “**Assessment Result Upload Reference Number**” for record/tracking purpose.

Upload Assessment Result

Please limit to a maximum of 200 assessment records per csv upload. This is to ensure smoother transaction and to minimize time. You will encounter error if you use an older version of the assessment template or temper with the macro in the assessment template.

CSV file

SUPPORTING DOCUMENTS

Supporting Document

SUCCESS:File Uploaded Successfully
 The csv file of 1 record(s) has been uploaded successfully.
 Your Assessment Results Upload Reference Number is **Q-2013-000088**

To view the csv file that you have uploaded, please click on this link [Download](#)

- Records that fail to upload will be shown as errors. Rectification would be required before re-submission of the file. A sample error message is shown here.

FAILED			
Row	NRIC	ERROR FIELD	MESSAGE
1	S7165158D	Course Reference Number	You have entered an invalid "SkillsConnect Course Reference Number" or the Course Reference Number is not approved under your organisation. Please verify the Course Reference Number.

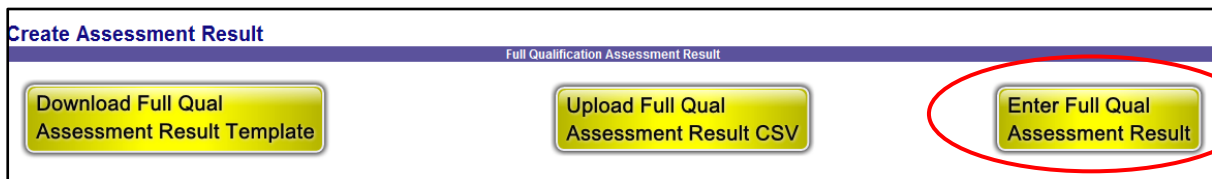
24. The table below shows the types of error messages and actions to be taken.

Error Message Displayed	Error Description	Rectification Action
You have tried to upload an invalid file type. Please note that only csv file types are accepted.	The file extension is not .csv.	Amend the file extension to .csv.
You have submitted an invalid record for updating as there is no original record found. Please verify the submission.	The Submission Type selected is "UPDATE", but there is no existing record in the SkillsConnect system to update.	Perform an enquiry on the assessment record, check if the Submission Type should be amended to "NEW".
You have entered an invalid "Qualification Code". Please verify the Qualification Code.	The Qualification Code is invalid as it does not exist in SkillsConnect's database of Qualification Codes.	Update WDA on the new Qualification Code before submitting the assessment record.
You have entered an invalid "SkillsConnect Course Reference Number" or the Course Reference Number is not approved under your organisation. Please verify the Course Reference Number.	The Course Reference number is invalid as it does not exist in SkillsConnect's database of approved Course Reference Numbers <u>or</u> the Course Reference Number used is not approved under the Training Organisation submitting the assessment records.	Ensure the course reference number entered is valid and approved under the Training Organisation submitting the record.
Duplicate record found. You have submitted 2 records with the same NRIC, Qualification Code/Course Reference Number and Conferment Date.	The same record bearing the same NRIC and Qualification Code/Course Reference Number has been submitted before.	Perform an enquiry on the assessment record, check if the Submission Type should be amended to "UPDATE" or "VOID".
Duplicate record found. You have submitted 2 records with the same NRIC, Course Reference Number and Date of Assessment.	The same record has been submitted before.	Perform an enquiry on the assessment record, check if the Submission Type should be amended to "UPDATE" or "VOID".

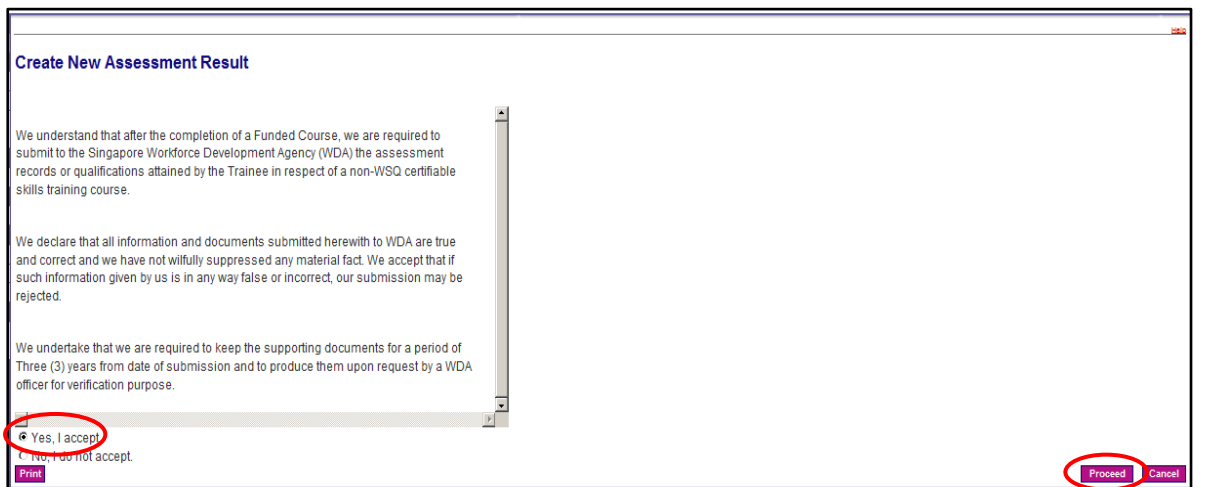
Error Message Displayed	Error Description	Rectification Action
This course is not tagged to a qualification title.	Qualification Code/Course Reference Number submitted is not tagged to a qualification title.	Update WDA on the new Qualification title. For non PSEI Training Organisations, please ensure the course edit has been approved before submitting the assessment record.

Method 2: Submit assessment record by online data entry

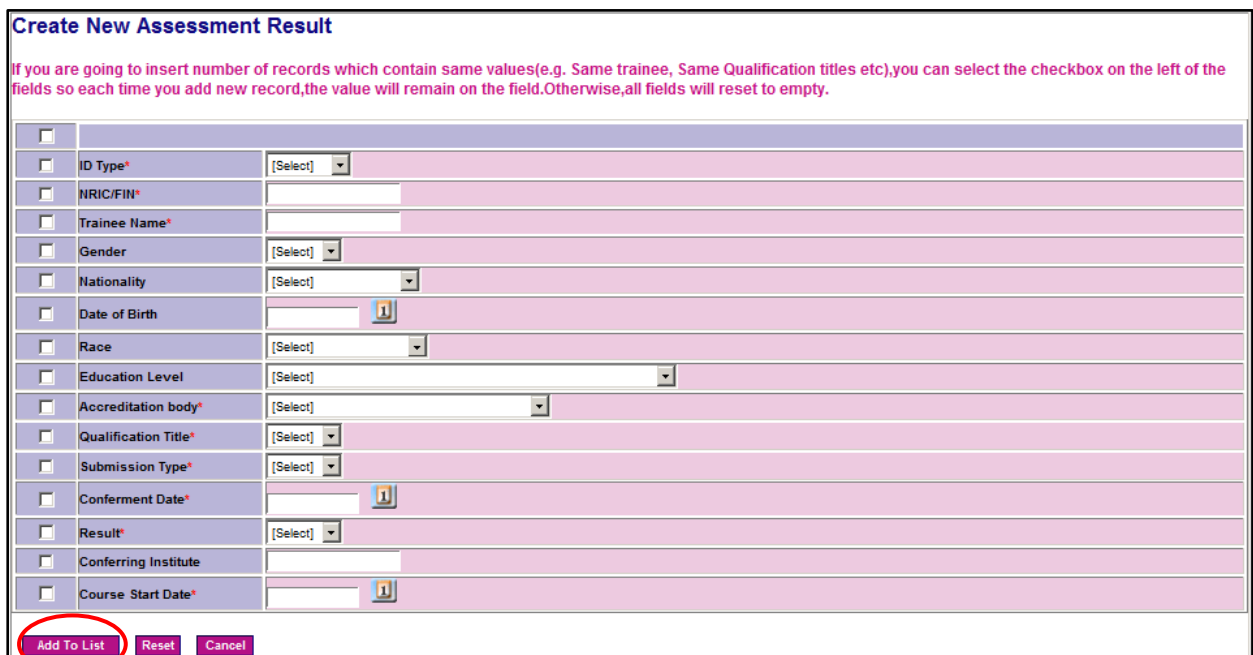
25. Click on the “Enter Full Qual Assessment Result” link.



26. The declaration page will appear as follows, read the declaration and select “Yes, I accept” when you are ready to proceed.



27. The page will load for data entry of trainee assessment record.



28. Click the “**Add To List**” button after each entering each trainee’s assessment record and the “**Submit Result**” button after completing all data entry.

Assessment Result Entered

Page 1- 1 of 1

NRIC	Name	Qualification Title	Conferment Date	Course Start Date	Result	Submission Type	Conferring Institute	
S1818814G	Tan AB	YHSSP09 - SPECIALIST DIPLOMA IN NURSING (DIABETES MANAGEMENT AND EDUCATION)	10 Dec 2013	05 Jun 2013	Pass	New		Delete Edit

Supporting Document

Choose File Browse... Upload Supporting Doc

Save Draft Export to CSV **Submit Result**

29. Alternatively, you may click the “**Save Draft**” button to save the submission as draft.

Acknowledgement:
Save Draft is success

Create New Assessment Result

If you are going to insert number of records which contain same values(e.g. Same trainee, Same Qualification titles etc),you can select the checkbox on the left of the fields so each time you add new record,the value will remain on the field.Otherwise,all fields will reset to empty.

30. To retrieve and edit your saved draft(s), go to the left menu panel, look for “**Non-WSQ Course Menu**”, select “**Upload NONWSQ Asst Result**” and click “**Retrieve Draft**”.

Adhoc Claim Menu

Create Claim

Non-WSQ Course Menu

Create Assessment R

Copy to Draft

Create Course

Edit Course

Download Full Qua

Upload NONWSQ Asst Result

Create Assessment Result

Enquiry

Retrieve draft

Enquiry

Training Grant Menu

Edit Application

31. Retrieve the draft you wish to edit by selecting the radio button and click the “**Select Record**” button.

You have created 1 draft(s) and they are not submitted to system yet.

Please select record for update

	File No.	Template Type	Create Date	Status	Update Status	Active
<input type="radio"/>	Save Draft - 1	Qual	2013-12-10	not submitted	not updated	Delete

Select Record

32. Click the **“Edit”** button to make changes to the record(s) in the draft. You can also delete the draft by clicking the **“Delete”** button.

Page 1- 1 of 1

NRIC	Name	Qualification Title	Conferment Date	Course Start Date	Result	Submission Type	Conferring Institute	
S1818814G	Tan AB	YHSSP09 - SPECIALIST DIPLOMA IN NURSING (DIABETES MANAGEMENT AND EDUCATION)	10 Dec 2013	05 Jun 2013	Pass	New		<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Supporting Document

33. Click the **“Update”** button after completion of edits to save your changes.

<input type="checkbox"/>	ID Type*	NRIC
<input type="checkbox"/>	NRIC/FIN*	S1818814G
<input type="checkbox"/>	Trainee Name*	Tan AB
<input type="checkbox"/>	Gender	[Select]
<input type="checkbox"/>	Nationality	[Select]
<input type="checkbox"/>	Date of Birth	<input type="text"/>
<input type="checkbox"/>	Race	[Select]
<input type="checkbox"/>	Education Level	[Select]
<input type="checkbox"/>	Accreditation body*	NANYANG POLYTECHNIC
<input type="checkbox"/>	Qualification Title*	YHSSP09 - SPECIALIST DIPLOMA IN NURSING (DIABETES MANAGEMENT AND EDUCATION)
<input type="checkbox"/>	Submission Type*	New
<input type="checkbox"/>	Conferment Date*	10 Dec 2013
<input type="checkbox"/>	Result*	Pass
<input type="checkbox"/>	Conferring Institute	<input type="text"/>
<input type="checkbox"/>	Course Start Date*	05 Jun 2013
<input type="button" value="Update"/>		<input type="button" value="Reset"/>

34. Click the **“Submit Result”** button to submit the draft.

Assessment Result Entered

Page 1- 1 of 1

NRIC	Name	Qualification Title	Conferment Date	Course Start Date	Result	Submission Type	Conferring Institute	
S1818814G	Tan AB	YHSSP09 - SPECIALIST DIPLOMA IN NURSING (DIABETES MANAGEMENT AND EDUCATION)	10 Dec 2013	05 Jun 2013	Pass	New		<input type="button" value="Delete"/> <input type="button" value="Edit"/>

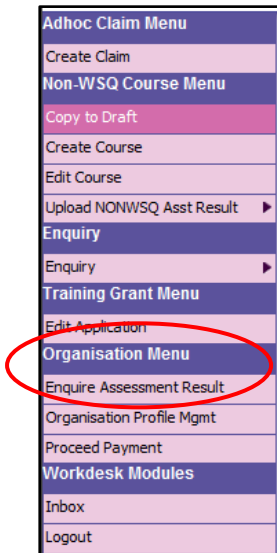
Supporting Document

Choose File

Submission completed Successfully
The submission of 1 record(s) has been completed successfully
Your Assessment Results Submission Reference Number is Q-2013-000128
To view the csv file that you have uploaded, please click on this link [Download](#)

Assessment Record Enquiry

35. To enquire an assessment record that has been submitted, go to the left menu panel, select “**Organisation Menu**” and click “**Enquire Assessment Result**”.



36. Select “**type of Assessment Result**” and one of the following fields:

- NRIC
- Date of Assessment/Conferment
- Assessment Result Transaction Number

*Either IC number or Date of Assessment / Conferment Date is mandatory for the search

Type of Assessment Result*	Qualification	
IC Number(Trainee)		
Trainee Name		
Course Ref No.		
PSEI Qual Code(where applicable)		
Assessment Result Transaction Number	Q-2013-000128	
Date of Assessment/ Conferment Date	From 10 Dec 2013	To

Please limit search in period of 3 months

Search