



QIAB System – Portal Ibu Bapa Manual Penggunaan Sistem

Jadual Kandungan

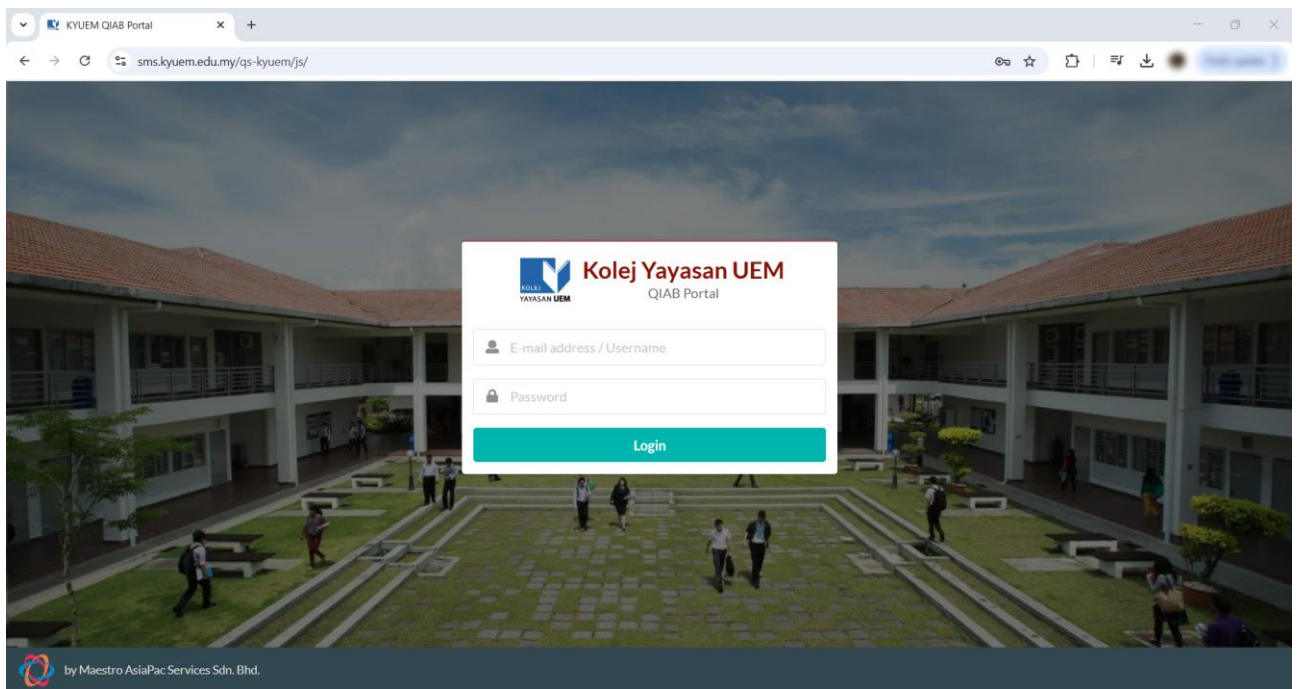
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1. Pengenalan

Dokumen ini menyediakan manual pengguna untuk Portal Ibu Bapa dalam sistem QIAB.

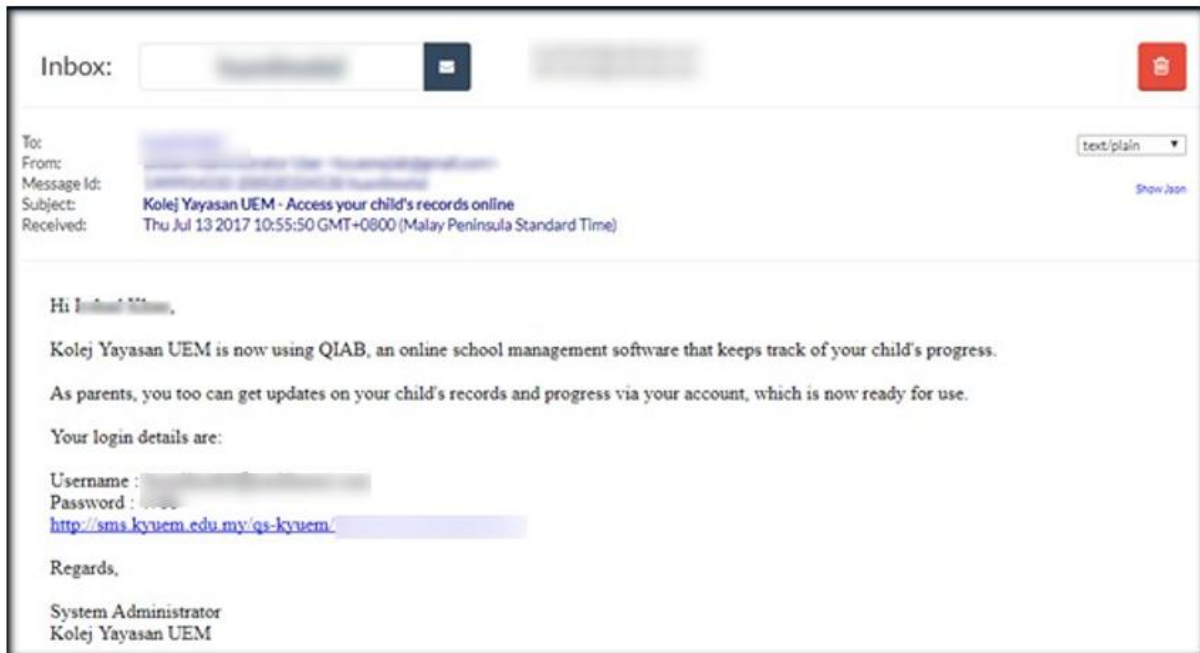
2 Log Masuk QIAB

Alamat QIAB	https://sms.kyuem.edu.my/
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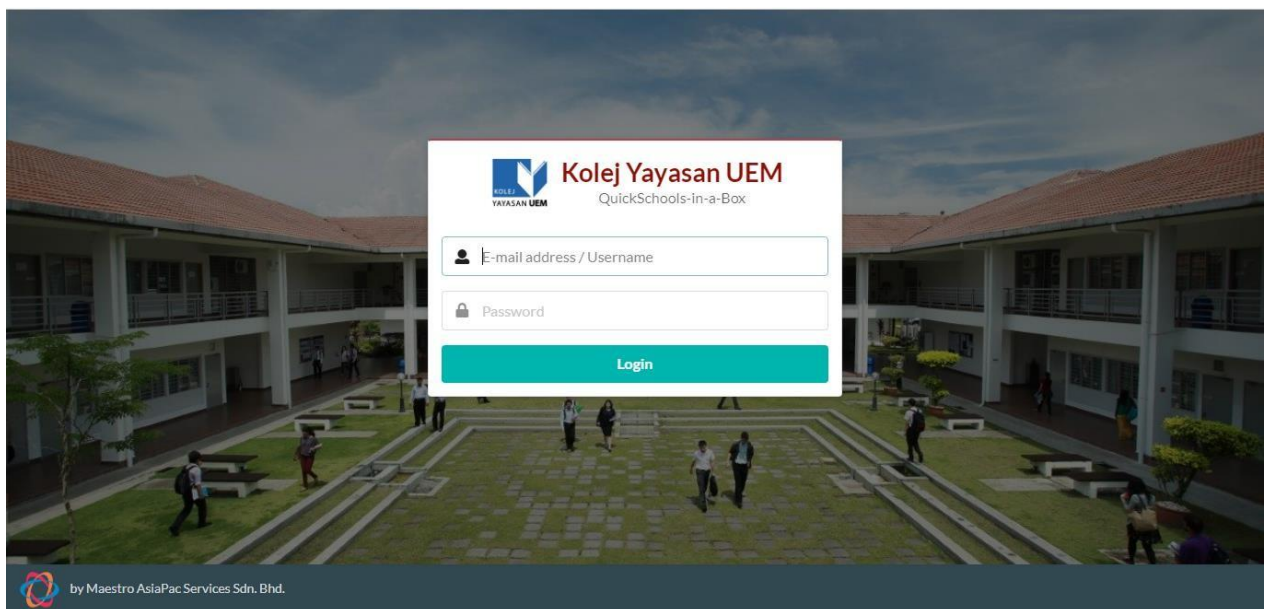


3 Log Masuk Portal Ibu Bapa melalui Komputer

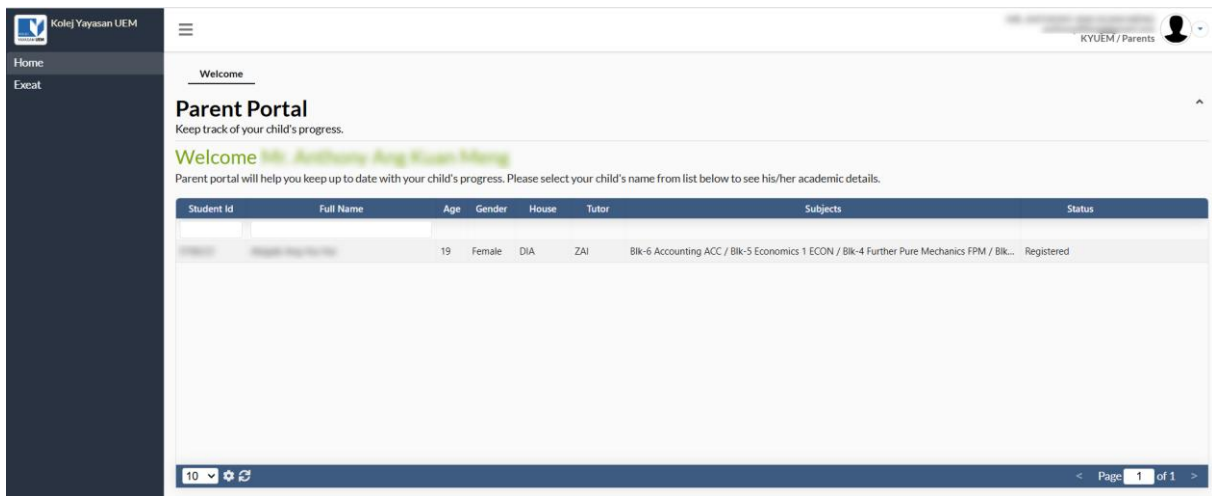
1. Bagi ibu bapa yang mempunyai alamat e-mel yang direkodkan dalam sistem, KYUEM QIAB akan menghantar e-mel jemputan kepada ibu bapa untuk mengakses rekod anak mereka dalam talian dalam sistem QIAB.



2. Navigasi ke pautan yang diberikan dalam alamat e-mel: <http://sms.kyuem.edu.my/qs-kyuem/js/>.
3. Ibu bapa akan melihat halaman log masuk seperti di bawah:



4. Masukkan nama pengguna dan kata laluan seperti yang disediakan dalam e-mel jemputan, kemudian tekan Log Masuk.
5. Ibu bapa akan dapat melihat Halaman Alu-aluan (Welcome) dalam Portal Ibu Bapa seperti di bawah:



6. Klik pada Nama Pelajar untuk melihat butiran.
7. Butiran anak-anak yang ibu bapa boleh lihat dalam Portal Ibu Bapa adalah seperti berikut:
 - a. Butiran (Particulars)
 - b. Kelayakan (Qualification)
 - c. Jadual (Schedule)
 - d. Maklumat Ibu Bapa (Parent Info)
 - e. Disiplin (Discipline)
 - f. Kehadiran (Attendance)
 - g. Kelab/Sukan (Society/Sports)
 - h. Perubatan (Medical)
 - i. Maklumat Sulit (Confidential Information)
 - j. Laporan (Reports)
 - k. Prestasi (Performance)
 - l. Anugerah (Awards)

3.1 Butiran (Particulars)

Basic Details

Student Id: [Redacted] Full Name: [Redacted]

Birthdate: [Redacted] Age: 19 Gender: 2 - Female

Nationality: Malaysian Race: 2 - Chinese Religion: 7 - Buddhism

Previous School: [Redacted]

Class Details

Class: August 2023 - Sem 4 Tutor: ZAI

Boarding House: DIAMOND Housemasters: [Redacted]

Enrolment Date: 22/08/2023

Academic Stream: Not Selected Student's Course: Economics

3.2 Kelayakan (Qualification)

Type	Year	Qualification Summary	Remarks	Subject	Grade
1 SPM Actual	2020	1A+		1 ENGLISH LANGUAGE	A+

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3.3 Jadual (Schedule)

Schedule for Jul - Dec 2021

Day	Time	Block	Subject
Mon	08:00Hrs - 08:45Hrs	Blk-2	Math Pure Mechanics
	10:35Hrs - 11:20Hrs	Blk-6	Math Pure Statistics
	11:25Hrs - 12:50Hrs	Blk-3	Physics
	14:50Hrs - 16:15Hrs	Blk-1	IELTS
Tue	08:00Hrs - 08:45Hrs	Blk-3	Physics
	08:50Hrs - 10:15Hrs	Blk-6	Math Pure Statistics
	10:35Hrs - 11:20Hrs	Blk-1	IELTS
	14:50Hrs - 16:15Hrs	Blk-2	Math Pure Mechanics
Wed	08:50Hrs - 10:15Hrs	Blk-1	IELTS
	10:35Hrs - 11:20Hrs	Blk-2	Math Pure Mechanics
	14:00Hrs - 14:45Hrs	Blk-6	Math Pure Statistics
	14:50Hrs - 16:15Hrs	Blk-3	Physics
Thu	08:50Hrs - 10:15Hrs	Blk-2	Math Pure Mechanics
	10:35Hrs - 11:20Hrs	Blk-3	Physics
	11:25Hrs - 12:50Hrs	Blk-6	Math Pure Statistics
	14:00Hrs - 14:45Hrs	Blk-1	IELTS
Fri	08:00Hrs - 08:40Hrs	Blk-1	IELTS
	08:45Hrs - 09:25Hrs	Blk-2	Math Pure Mechanics
	09:30Hrs - 10:10Hrs	Blk-3	Physics
	12:00Hrs - 12:40Hrs	Blk-6	Math Pure Statistics

3.4 Maklumat Ibu Bapa (Parent Info)

3.5 Disiplin (Discipline)

Creation Date	Offence Date	Reporter	Offence Type	Description	Action Taken
No records found					

3.6 Kehadiran (Attendance)

Semester	Jan - Jun 2022	Subject	Math Pure Mechanics
Total Days	78	Days Present	77 (99%)
Days Late	0	Days Late (Excuse)	0
Days Absent	0	Days Absent (Excuse)	1 (1%)
		Action Taken	No Status

MAY 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

3.7 Kelab/Sukan (Society/Sports)

Student Council

Semester	Society Name	Position	Achievement	Journal Entry
2024/2025 Jul - Dec 2024	Student Council Member 2024/25	SC President		
2023/2024 Jan - Jun 2024	Student Council Member 2024/25	SC President		

House

Semester	Society Name	Position	Achievement	Journal Entry
2024/2025 Jul - Dec 2024	Garnet House Trip 24	Participant		
2024/2025 Jul - Dec 2024	Garnet Induction Night 24	Participant		

Society/Sports Transcript
Please click "Generate ECA Transcript" button below to generate the transcript for this student.
[Generate ECA Transcript](#)

3.8 Perubatan (Medical)

Medical Problems
List any medical problems the student has as well as any medication currently being taken below.
Problems:
Needs:

Medical Allergies
List any allergies the student has below.
Medication Allergies:
Food Allergies:
Other Allergies:

Additional Medical Information
List any additional medical information for the student e.g. dietary needs, etc. below.
Special Dietary Needs:
Other Information:
Medical Conditions:

3.9 Maklumat Sulit (Confidential Information)

Confidential Information

The following table shows serious offences that this student has been involved in.

Offence Date	Reporter	Offence	Description	Action Taken
No records found				

3.10 Laporan (Reports)

Home / Welcome / Student: [Student Name]

Particular Qualification Schedule Parent Info Discipline Attendance Society/Sports Medical Confidential **Reports** Performance Awards

View PDF	Report Date	Semester	Report Session
View	18/09/2023	2023/2024 Jul - Dec 2023	Tracking of Student Performance Sept- Nov 2023 (Junior)
View	13/10/2023	2023/2024 Jul - Dec 2023	End of Semester Report Nov 2023 (August 2023 Intake)
View	10/11/2023	2023/2024 Jul - Dec 2023	Semester Examination Nov 2023 for August 2023 Intake
View	17/01/2024	2023/2024 Jan - Jun 2024	Tracking of Student Performance Jan - March 2024
View	22/03/2024	2023/2024 Jan - Jun 2024	End of Semester Report June 2024 (August 2023 Intake)
View	14/08/2024	2023/2024 Jan - Jun 2024	CIE June 2024
View	21/08/2024	2024/2025 Jul - Dec 2024	Tracking of Student Performance Aug-Nov 2024 (Senior)
View	24/09/2024	2024/2025 Jul - Dec 2024	End of Semester Report Dec 2024 (August 2023 Intake)
View	20/01/2025	2024/2025 Jan - June 2025	Tracking of Student Performance Jan- Mar 2025

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3.11 Prestasi (Performance)

Home / Welcome / Student: [Student Name]

Particular Qualification Schedule Parent Info Discipline Attendance Society/Sports Medical Confidential Reports **Performance** Awards

Subject	Tracking	EOT	Sem 1	Tracking	Sem 2	UCAS Predicted	CIE Result	Tracking	Sem 3	Tracking
Mathematics			a ⁺	a ⁺	a ⁺	a ⁺	a ⁺	C	A ⁺	B
Physics	a ⁺	a ⁺	a ⁺	b ⁺	a ⁺	a ⁺	a ⁺	A	A	A
Economics	a ⁺	a ⁺	a ⁺	a ⁺	a ⁺	a ⁺	a ⁺	A	A	A
History	a ⁺	a ⁺	a ⁺	a ⁺	a ⁺	A	b ⁺	B	B	C
IELTS	7	7.0	8.0			8.0				
Math Pure Mechanics	C	C	C							
Math Pure Statistics	A	A	B							

Sponsor Requirements	Tracking	EOT	Sem 1	Tracking	Sem 2	UCAS Predicted	CIE Result	Tracking	Sem 3	Tracking
3 A's	PASS	PA...	PASS	PASS	PASS	-	PASS	FAIL	PASS	FAIL

UCAS Tariff Points: 140 (A⁺), 120 (A), 100 (B), 80 (C), 60 (D), 50 (a⁺), 40 (b⁺), 30 (E), 20 (c⁺), 0 (U)

Individual Student Performance Line Chart - (Note: Graph Based on UCAS Point.)

Legend: Economics, History, Math Pure Mechanics, Math Pure Statistics, Mathematics, Physics, Overall Subject Average, Sponsor Average, Intake Average, Private Average

3.12 Anugerah (Awards)

Home / Welcome / Student: [Student Name]

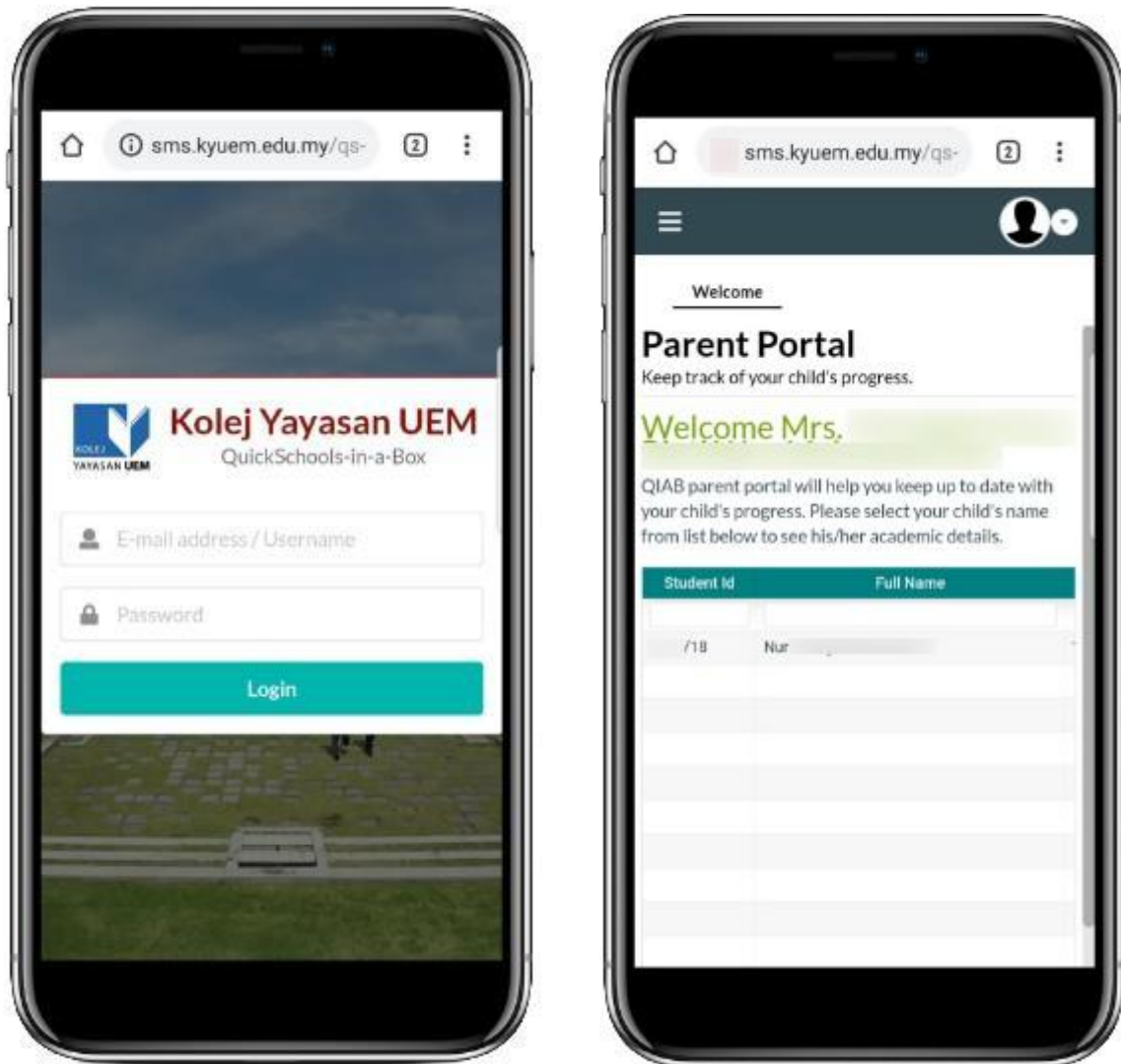
Particular Qualification Schedule Parent Info Discipline Attendance Society/Sports Medical Confidential Reports Performance **Awards**

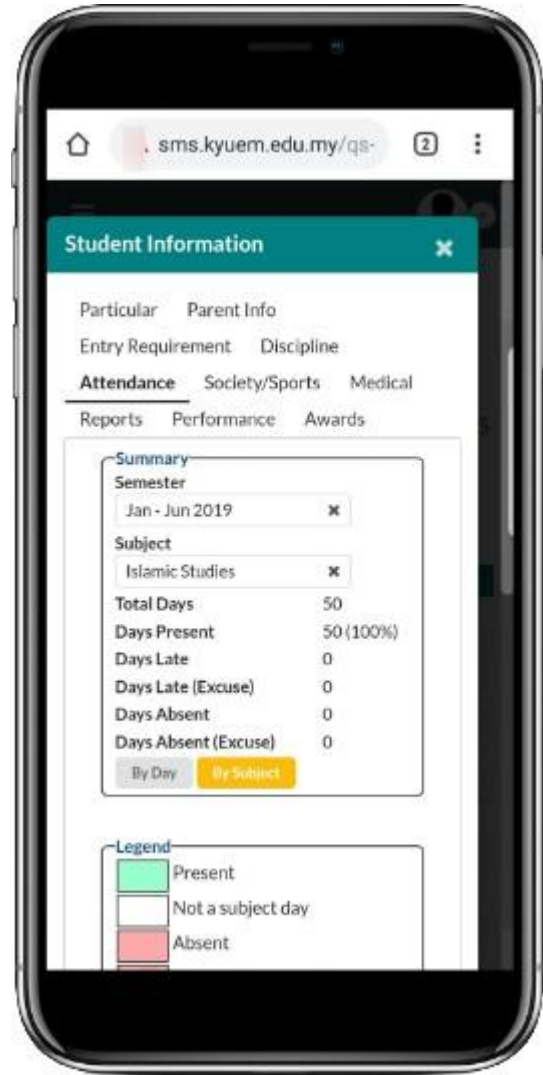
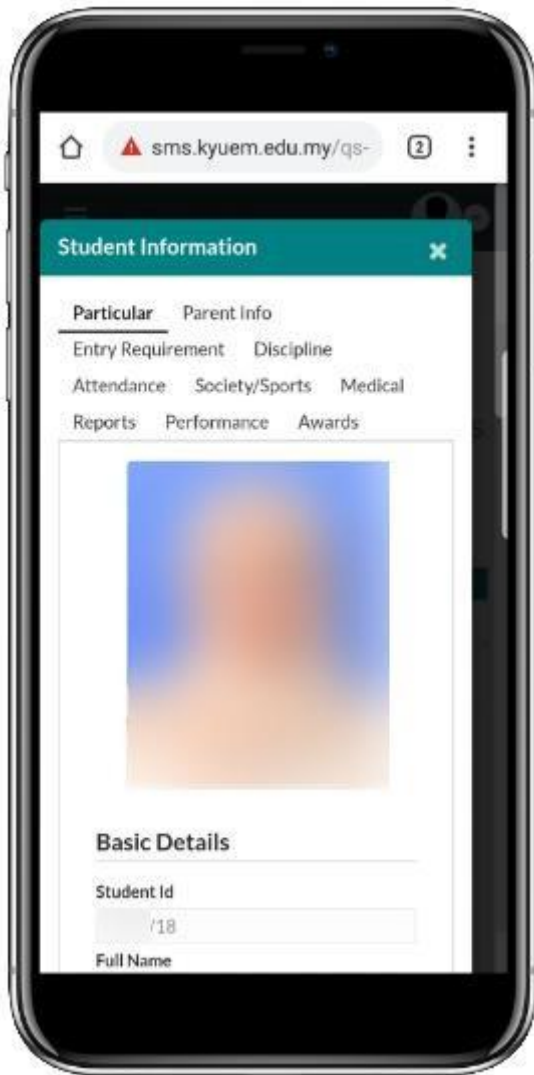
Date	Award	Achievement	Semester	Remarks
22/01/2024	Motivation Awards	Recipient	Jul - Dec 2023	Best in Economics

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4 Log Masuk Portal Ibu Bapa melalui Mudah Alih

1. Portal Ibu Bapa QIAB boleh diakses melalui pelayar untuk pengguna telefon pintar.
2. Langkah-langkah untuk log masuk adalah sama seperti di atas.
3. Ibu bapa akan dapat melihat Portal Ibu Bapa melalui telefon bimbit seperti imej yang ditunjukkan di bawah:



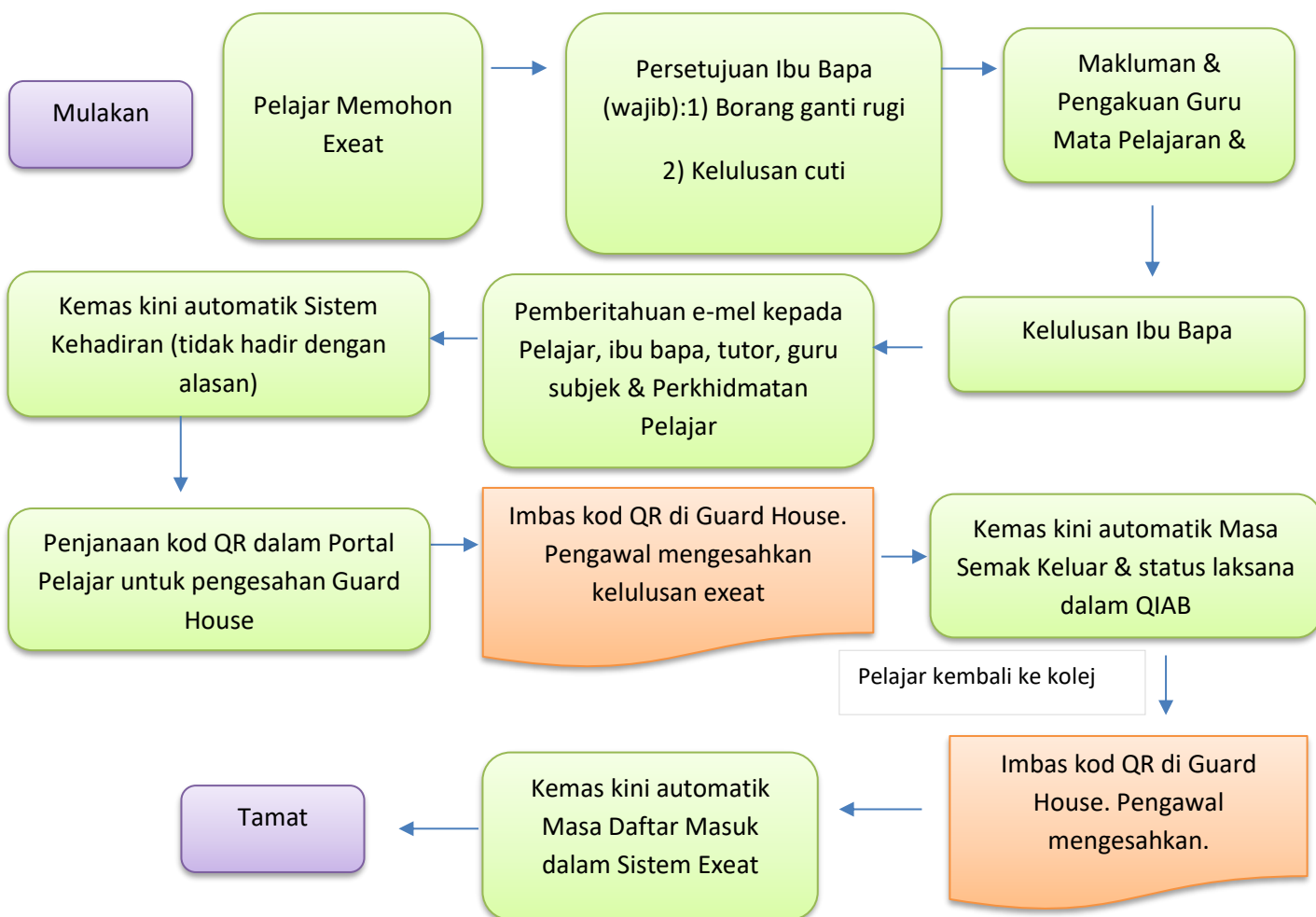


5 Modul Exeat

Gambaran Keseluruhan Modul Exeat

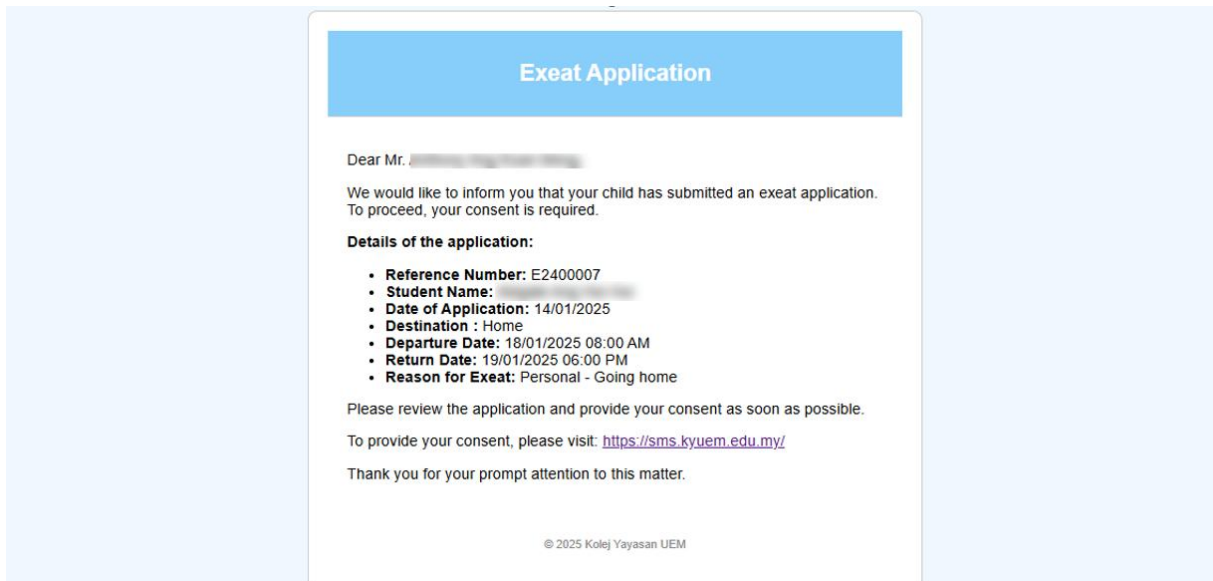
Modul Exeat akan berfungsi sebagai penyelesaian komprehensif untuk mengurus permintaan cuti pelajar. Ia akan menyediakan pelajar, ibu bapa, guru, ibu bapa dan pentadbir dengan aliran kerja yang diperkemas untuk mengendalikan aplikasi exeat, kelulusan, pemberitahuan dan pengesahan berasaskan kod QR di rumah pengawal.

Aliran Proses Exeat:



5.1 Manual Pengguna Exeat untuk Ibu Bapa

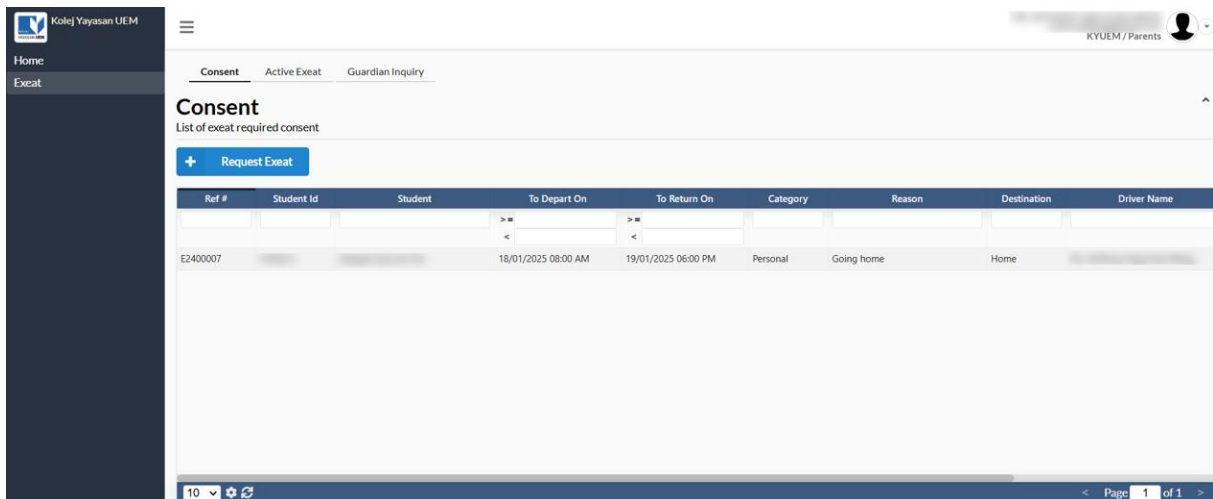
1. Setelah permohonan exeat dihantar oleh pelajar, pemberitahuan e-mel akan dihantar kepada ibu bapa. Contoh pemberitahuan e-mel untuk aplikasi exeat seperti di bawah:



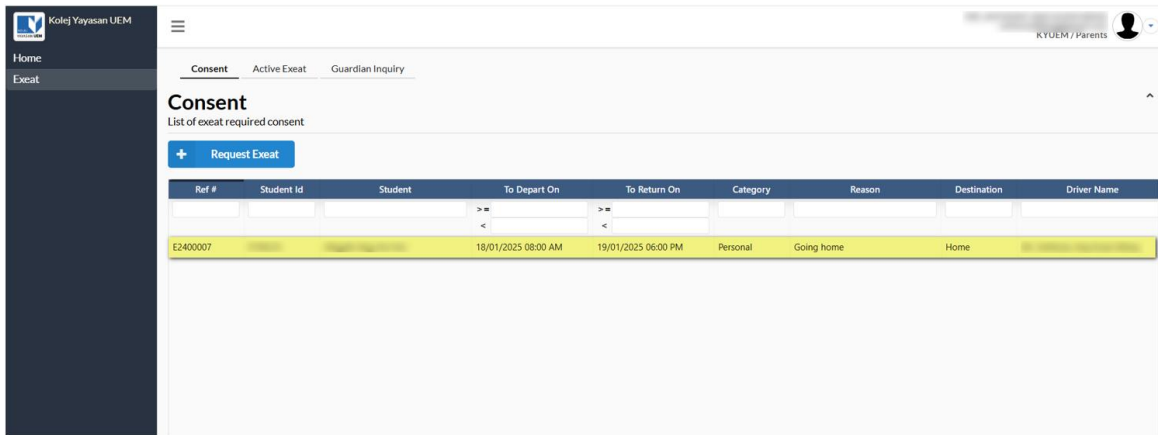
2. Ibu bapa boleh log masuk ke portal induk QIAB untuk meneruskan dengan persetujuan dan kelulusan exeat.

5.1.1 Ibu Bapa – Persetujuan & Kelulusan*

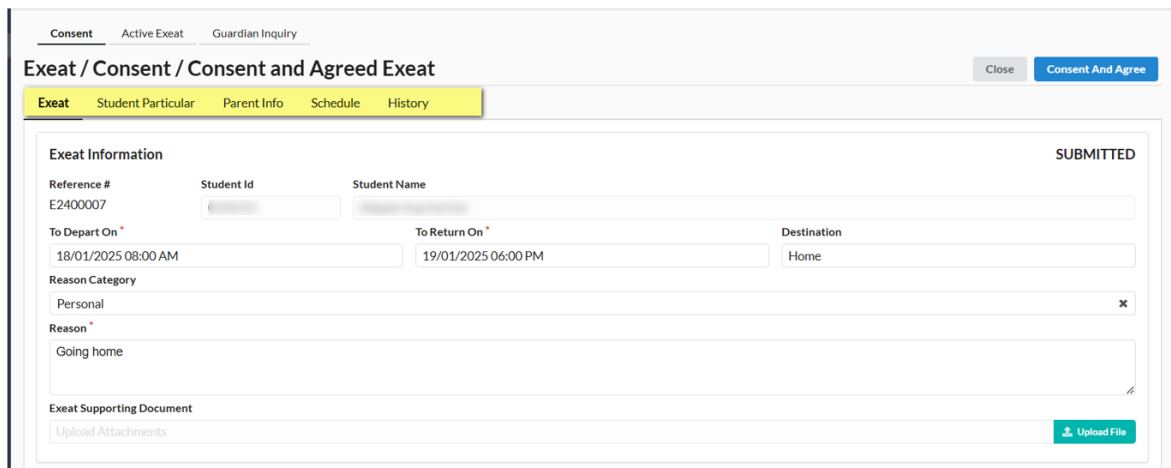
1. Log masuk sebagai ibu bapa. Navigasi ke Exeat > Consent.



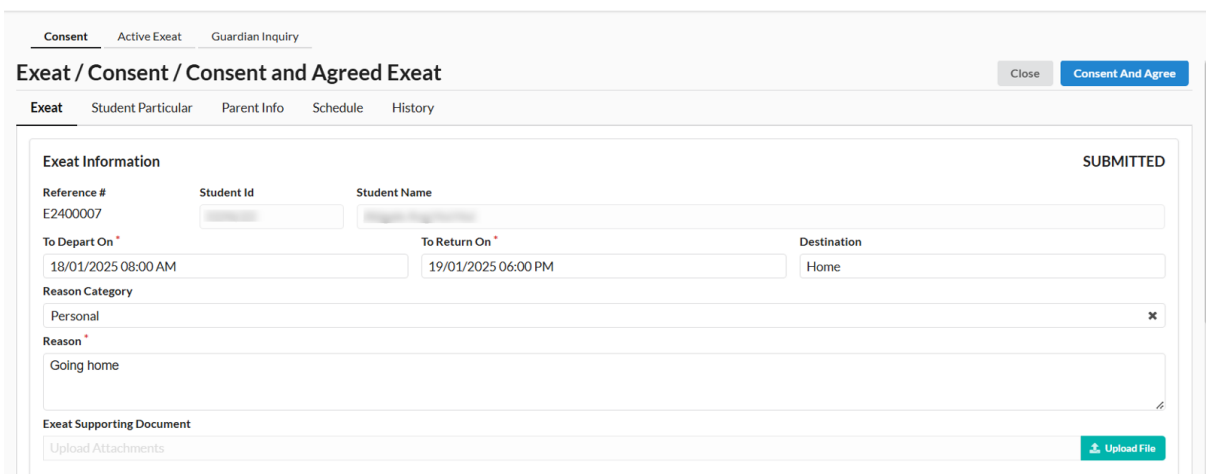
2. Sekiranya exeat diserahkan oleh pelajar, ibu bapa perlu memberi kebenaran dan kelulusan.
3. Log masuk sebagai ibu bapa. Navigasi ke Exeat > Consent. Klik pada exeat masing-masing untuk memberikan persetujuan dan kelulusan.



4. Pengguna akan melihat berbilang tab di bawah Exeat Consent – Exeat, Pelajar tertentu, Maklumat Ibu Bapa, Jadual dan Sejarah.



5. Di bawah tab Exeat, ibu bapa boleh melihat borang seperti di bawah, terdiri daripada maklumat seperti:
- Maklumat Exeat
 - Pelajaran Terlepas
 - Maklumat Ambil
 - Perseetujuan Ibu Bapa/Penjaga & Perjanjian Ganti Rugi



Missed Lessons

Date	Start	End	Missed Lessons	Teacher
No Lessons Missed				

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Pick Up Information

I will pick up [redacted]

Pickup Person

Mr. [redacted]

Contact Number

6012 [redacted]

Number Plate

WWW8888

Parental/Guardian Consent

I, the undersigned, hereby give my consent for my child, [redacted], to participate in the exeat program organized by Kolej Yayasan UEM. I have read and understand the terms and conditions associated with this program, and I agree to abide by them

I have read and agree to the terms of the Parental/Guardian Consent. *

Indemnity Agreement

I, the undersigned, agree to indemnify and hold harmless Kolej Yayasan UEM, its employees, representatives, and agents from any and all claims, liabilities, damages, or expenses arising from or in connection with the participation of my child, [redacted], in the exeat program. This indemnity includes, but is not limited to, any claims for personal injury, property damage, or loss sustained during the period of the exeat.

I understand and acknowledge the risks involved and assume full responsibility for my child's participation.

I have read and agree to the terms of the Indemnity Agreement. *

Cancel Exeat

6. Di bahagian bawah halaman, ibu bapa boleh melihat '**Batalkan Exeat**', sekiranya ibu bapa ingin membatalkan permohonan exeat oleh pelajar.
7. Bahagian yang paling penting untuk peranan ibu bapa adalah untuk menandakan **Persetujuan Ibu Bapa/Penjaga & Perjanjian Indemniti**.

Parental/Guardian Consent

I, the undersigned, hereby give my consent for my child, [redacted], to participate in the exeat program organized by Kolej Yayasan UEM. I have read and understand the terms and conditions associated with this program, and I agree to abide by them

I have read and agree to the terms of the Parental/Guardian Consent. *

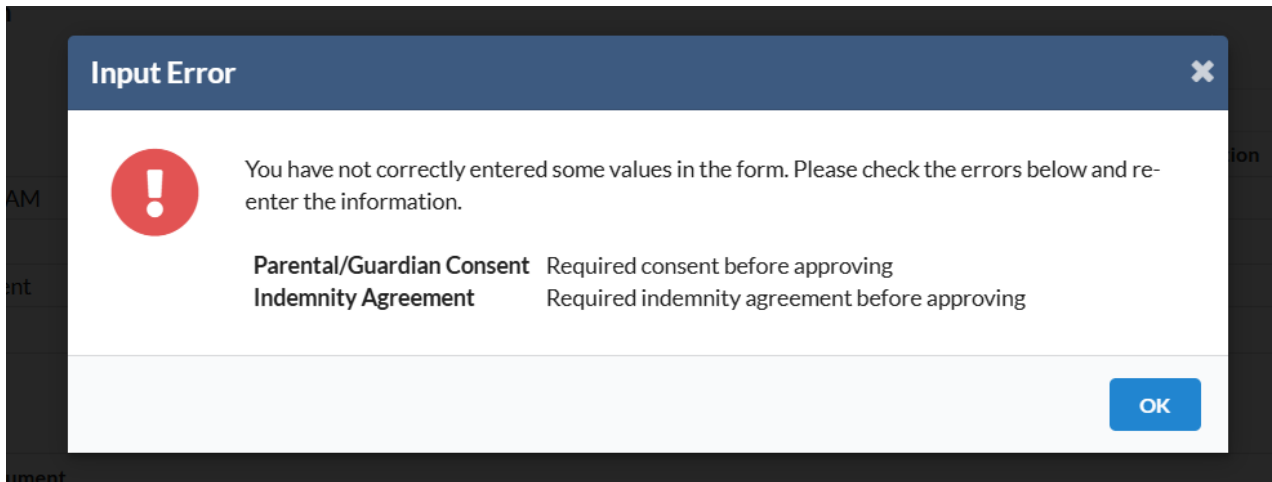
Indemnity Agreement

I, the undersigned, agree to indemnify and hold harmless Kolej Yayasan UEM, its employees, representatives, and agents from any and all claims, liabilities, damages, or expenses arising from or in connection with the participation of my child, [redacted], in the exeat program. This indemnity includes, but is not limited to, any claims for personal injury, property damage, or loss sustained during the period of the exeat.

I understand and acknowledge the risks involved and assume full responsibility for my child's participation.

I have read and agree to the terms of the Indemnity Agreement. *

8. Jika ibu bapa cuba mengklik butang Persetujuan dan Setuju tanpa menanda kedua-duanya 'Saya telah bersetuju dengan syarat Persetujuan Ibu Bapa/Penjaga dan Perjanjian Ganti Rugi' seperti di atas, sistem akan meminta ralat input seperti di bawah:



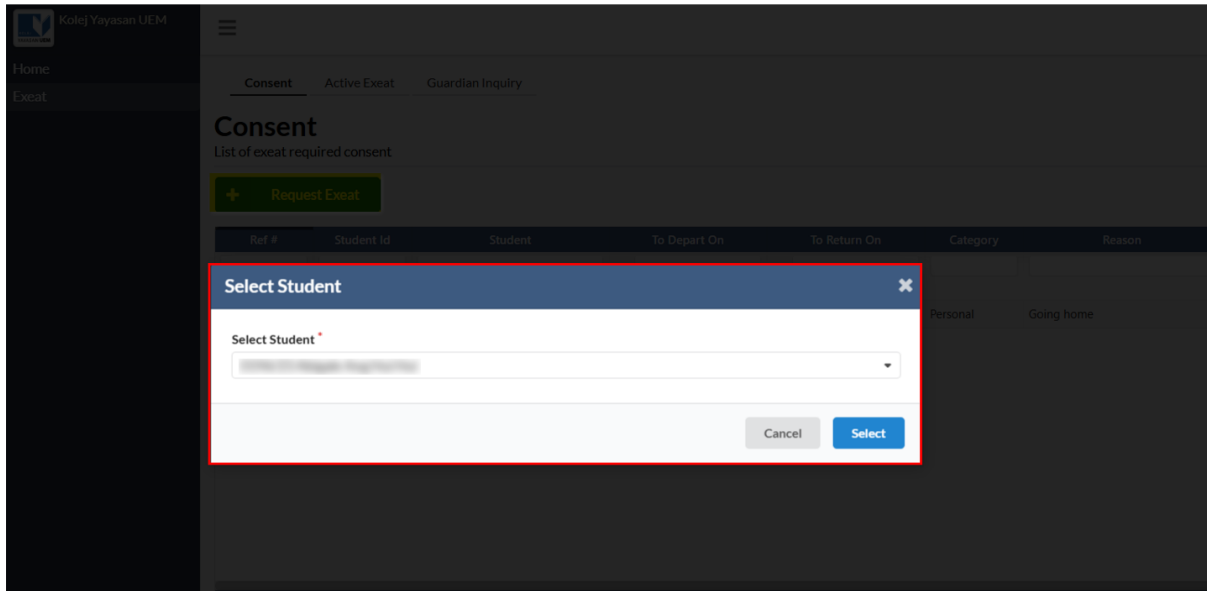
- Setelah semua selesai, ibu bapa boleh mengklik pada butang Persetujuan dan Setuju di bahagian atas sebelah kanan halaman.

- Setelah ibu bapa memberi kebenaran dan bersetuju, pemberitahuan e-mel akan dihantar kepada pelajar, tutor dan perkhidmatan pelajar, untuk memberitahu bahawa exeat telah dipersetujui dan dipersetujui ganti rugi.

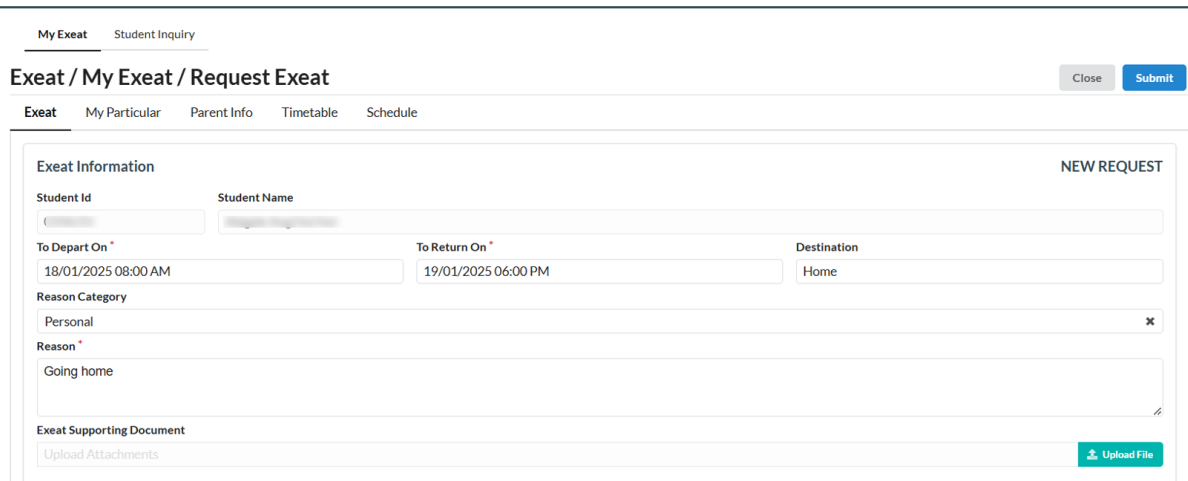
5.1.2 Minta Exeat (bagi pihak anak/pelajar)

Ibu bapa mempunyai pilihan untuk meminta exeat bagi pihak anak mereka. Klik pada butang Minta Exeat untuk berbuat demikian.

1. **Pilih Pelajar**- Sistem akan menggesa kotak dialog untuk memilih pelajar (sesetengah ibu bapa mempunyai berbilang anak di kolej).



2. **Maklumat Exeat**- isikan Maklumat Exeat.
 - a. Tarikh Bertolak dan Balik*
 - b. Destinasi
 - c. Kategori Sebab
 - d. Sebab*
 - e. Lampirkan dokumentasi sokongan (jika ada)



3. **Pelajaran yang terlepas** -isikan secara automatik

a. Exeat Hujung Minggu

Jika tarikh exeat jatuh pada hujung minggu, jadual ini akan kosong.

Missed Lessons

Date	Start	End	Missed Lessons	Teacher
No Lessons Missed				

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b. Exeat Hari Minggu

Jika tarikh exeat jatuh pada hari bekerja/hari persekolahan, sistem akan mengisi butiran kelas yang terlepas secara automatik berdasarkan tarikh dan masa yang dipilih.

Missed Lessons

Date	Start	End	Missed Lessons	Teacher
21/01/2025	09:30:00 AM	10:15:00 AM	Accounting	
21/01/2025	11:25:00 AM	12:50:00 PM	Further Pure Mechanics	
21/01/2025	02:00:00 PM	02:45:00 PM	Economics	
21/01/2025	02:50:00 PM	04:15:00 PM	Physics	
22/01/2025	08:00:00 AM	08:45:00 AM	Further Pure Mechanics	
22/01/2025	10:35:00 AM	11:20:00 AM	Physics	
22/01/2025	11:25:00 AM	12:50:00 PM	Economics	
22/01/2025	02:00:00 PM	02:45:00 PM	Accounting	
22/01/2025	02:50:00 PM	04:15:00 PM	Further Pure Statistics	

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4. **Maklumat Ambil** - Isikan maklumat pengambilan.

- a. Orang Pickup
- b. Nombor Perhubungan
- c. Nombor Plat

Pick Up Information

Pickup Person
Mr. *

Contact Number Number Plate

5. **Persetujuan Ibu Bapa/Penjaga dan Perjanjian Ganti Rugi**— ibu bapa perlu membaca dan memahami persetujuan penjaga dan perjanjian indemniti. Untuk meneruskan, ibu bapa perlu menandai kedua-duanya 'Saya telah bersetuju dengan syarat Persetujuan Ibu Bapa/Penjaga dan Perjanjian Indemniti'.

6. Setelah selesai, klik pada butang Hantar di bahagian atas sebelah kanan halaman.

The screenshot shows a web interface for requesting an exeat. At the top, there are navigation tabs: 'Consent', 'Active Exeat', and 'Guardian Inquiry'. The main heading is 'Exeat / Consent / Request Exeat'. Below this, there are sub-tabs: 'Exeat', 'Student Particular', 'Parent Info', and 'Schedule'. The 'Exeat' tab is active. The form contains the following fields:

- Student Id**: [Input field]
- Student Name**: [Input field]
- To Depart On**: 01/02/2025 09:00 AM
- To Return On**: 02/02/2025 10:00 PM
- Destination**: Home
- Reason Category**: Family Event
- Reason**: Wedding Event
- Exeat Supporting Document**: Upload Attachments

Buttons: 'Close' and 'Submit' are at the top right. 'NEW REQUEST' is at the top right of the form area. 'Upload File' is at the bottom right of the form area.

7. Sebaik sahaja ibu bapa telah menyerahkan borang exeat, dan pemberitahuan e-mel akan dihantar kepada pelajar, tutor dan perkhidmatan pelajar, untuk memaklumkan bahawa exeat telah dipersetujui dan dipersetujui indemniti.

