

SKMM Examination Management System for Radio Amateur Service



Examination
Management
System



User Guide

Version 1.4

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Document Information

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VERSION HISTORY

No.	Version Date	Revised by	Version	Description
1	13 August 2020	Mohamad Safwan bin Mohamad Zain	1.2	SEMS public website pages update
2	1 June 2021	Mohamad Safwan bin Mohamad Zain	1.3	Updated MCMC new logo
3	10 January 2022	Mohamad Safwan bin Mohamad Zain	1.4	Updated Website UI Bootstrap



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GUIDE 1 | WHAT IS SKMM EXAMINATION MANAGEMENT SYSTEM?

SKMM Exam Management System (SEMS) is an online web application that enables you to submit your application for Amateur Radio Service examinations conducted by MCMC which is Amateur Radio Examination (RAE), Amateur Radio Online Examination (ORAE), Morse Code Examination (CW) and Morse Code Online Examination (OCW), online. The system also provides various functions that include application status checking, exam result status checking and other useful functions that suit your needs in managing your application process with ease.

The SKMM Exam Management System (SEMS) can be access on www.sems.mcmc.gov.my

GUIDE 2 | BUTTON & LINKS



1

HOME

EXAMINATION INFO

PURCHASE VOUCHER

EXAMINATION APPLICATION

CHECK STATUS

WITHDRAW EXAM



1: Main Menu

2: Picture Banner for Information



Examination Info

3



Purchase Voucher

4

Examination
Application

5



Check Status

6



Withdraw Exam

7

How to Apply Examination Application?

1. Check the examination information by clicking on the Examination Info icon/menu.
2. If there are examinations available and you wish to apply the exam, click on Purchase Voucher icon/menu to purchase the exam voucher.
3. Upon successful purchase of the exam voucher, click on Examination Application icon/menu and fill up the required details.
4. To check your exam application status or your examination result, click on Check Status.
5. To withdraw your application, click on Withdraw Exam icon/menu.

ABOUT SEMS

SKMM Exam Management System (SEMS) is an online web application that enables you to submit your application for Amateur Radio Service examinations conducted by MCMC which is Amateur Radio Examination (RAE) and Morse Code Examination (CW), online.

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LINKS

[About SEMS](#)
[FAQ](#)
[User Guide](#)
[Contact](#)

CONTACT INFORMATION

Telephone: 03 – 8688 8000
Email : sems.admin@mcmc.gov.my

[Home](#) | Language:  

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- 3: Want to know the latest information of the current available exam? Get it here.
- 4: Need to apply examination online? Purchase your examination voucher through our online payment system.
- 5: RAE, CW, ORAE or OCW? Apply and submit your application here, online. Be paperless, be green.
- 6: Need to check your application status or even your examination result status? Check your examination status here.
- 7: Want to give it a second thought? Withdraw your examination application in just a second!
- 8: Page language preference
- 9: Quick link

GUIDE 3 | WHERE TO BEGIN?



Check the Examination Information

Here, you will be able to view any available exam that is currently active for application in list mode:



HOME **EXAMINATION INFO** PURCHASE VOUCHER EXAMINATION APPLICATION CHECK STATUS WITHDRAW EXAM

Examination Info

List

Calendar

Examination Series	Examination Type	Exam Date & Time	Application Closing Date	Region	Examination Venue	Number of Seat	Seat Available	Waiting List Available
7	Radio Amateur Examination (RAE)	April 8, 2022 10.30 AM	April 5, 2022	EASTERN REGION	KUALA TERENGGANU (TERENGGANU)	Not Applicable		
				CENTRAL REGION	PUTRAJAYA (WP PUTRAJAYA)	Not Applicable		

Examination Series	Examination Type	Exam Date & Time	Application Closing Date	Region	Examination Venue	Number of Seat	Seat Available	Waiting List Available
082	Computerized Radio Amateur Examination (ORAE)	April 13, 2022 10.00 AM	April 6, 2022	CENTRAL REGION	KUALA LUMPUR (WP KUALA LUMPUR)	4	4	2

Examination Series	Examination Type	Exam Date & Time	Application Closing Date	Region	Examination Venue	Number of Seat	Seat Available	Waiting List Available
091	Computerized Radio Amateur Examination (ORAE)	April 12, 2022 9.00 AM	April 7, 2022	CENTRAL REGION	KUALA LUMPUR (WP KUALA LUMPUR)	4	3	2

*Waiting List - Candidate on waiting list will be proceed to registered list if there are rejected registered application or withdraw candidate depends on seat availability.

Ok



Here, you will be able to view any available exam that is currently active for application in calendar mode:



HOME EXAMINATION INFO PURCHASE VOUCHER EXAMINATION APPLICATION CHECK STATUS WITHDRAW EXAM

Examination Info

List

Calendar

1

2

April 2022

3

today

<

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
				RAE - KUALA TERENGGAN RAE - PUTRAJAYA, WP PJ		
10	11	12	13	14	15	16
		ORAE - KUALA LUMPUR, \	ORAE - KUALA LUMPUR, \			
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Ok


4

1. Select to choose Calendar or List view type
2. Need to check for previous month? Click on button < Or > for Next Month.
3. Click today for fast jump to current date.
4. Click **OK** button to redirect back to Home page.



Purchase Examination Voucher


You will be redirected to SKMM E-payment Page:



MCMC e-Payment Portal
Your one-stop payment

[BAHASA MELAYU](#) [ENGLISH](#)






[Login As Corporate](#)



[Home](#) [Services >](#) [Services Information >](#) [Payment Method >](#) [Contact Us](#) [User Guide](#)

→ Services

SKMM e-Payment is a facility enabling online payment to SKMM through FPX and Credit Cards.

 <p>APPARATUS ASSIGNMENT</p> <div style="display: flex; justify-content: space-between; background-color: #00a0e3; color: white; padding: 5px;"> READ MORE PAY BILL </div>	 <p>EXAM VOUCHER</p> <div style="display: flex; justify-content: space-between; background-color: #00a0e3; color: white; padding: 5px;"> READ MORE PAY BILL </div>	 <p>SUPPLIER REGISTRATION</p> <div style="display: flex; justify-content: space-between; background-color: #00a0e3; color: white; padding: 5px;"> READ MORE PAY BILL </div>	 <p>TENDER DOCUMENT</p> <div style="display: flex; justify-content: space-between; background-color: #00a0e3; color: white; padding: 5px;"> READ MORE PAY BILL </div>	 <p>NUMSYS</p> <div style="display: flex; justify-content: space-between; background-color: #00a0e3; color: white; padding: 5px;"> READ MORE PAY BILL </div>
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Exam Voucher

SYARAT-SYARAT PERMOHONAN (ATAS TALIAN) BAGI MENDUDUKI PERPERIKSAAN RADIO AMATUR (RAE) & UJIAN KOD MORSE (CW)

1. Permohonan mestilah memenuhi kriteria berikut:-
 - o Bagi permohonan peperiksaan Radio Amatur (RAE), pemohon mestilah berumur 14 tahun ke atas pada hari peperiksaan tersebut dilangsungkan; dan
 - o Warganegara Malaysia, Permaustatin Tetap atau warganegara asing dari negara yang memiliki aturan kesalingan (reciprocity arrangement) dengan Malaysia. Senarai Negara
 - o Bagi permohonan Ujian Kod Morse, pemohon mestilah berumur 18 tahun ke atas pada hari peperiksaan tersebut dilangsungkan; dan
 - o Memiliki Penguntukan Radas Stesen Amatur Kelas B (9W) yang sah untuk tempoh sekurang-kurangnya satu tahun pada hari ujian tersebut dilangsungkan.
2. Bayaran Yuran Peperiksaan termasuk yuran pemprosesan ialah RM50.00 dan hanya boleh dijelaskan melalui penggunaan 'Baucer Peperiksaan MCMC' yang boleh dibeli melalui sistem e-payment MCMC.
3. Baucer hanya sah digunakan dalam tempoh sahlakunya sahaja untuk permohonan menduduki Peperiksaan anjuran MCMC oleh penama yang tertera pada baucer tersebut. Pastikan anda adalah orang yang layak untuk menduduki ujian tersebut sebelum membeli baucer ini kerana baucer ini tidak boleh ditukar milik atau dikembalikan semula untuk tebus tunai.
4. MCMC berhak menentukan tarikh, masa dan tempat peperiksaan muktamad bagi setiap calon.

1

☐ Saya bersetuju dengan terma dan syarat-syarat yang telah dinyatakan diatas

Proceed

2

1: Click at the checkbox to agree the terms & conditions

2: Click **Proceed** button



Exam Voucher

1. Candidate's Information

2. Payment Option

Candidate's Full Name*	<input type="text" value="ZAKARIA BIN NASIR"/>	3
Card Type*	<input type="text" value="MYKAD"/>	4
MYKAD No.*	<input type="text" value="890410084631"/>	5
Nationality*	<input type="text" value="MALAYSIAN"/>	6
Country*	<input type="text" value="MALAYSIA"/>	7

Notice

» Payments can be made between 7 am to 11pm daily.

» FFX Operation Hour: 7.00am - 11.00pm Every day

Previous

Submit

8

We accept payment



— Bank choices (Internet Banking Individual & Corporate)





3: Fill up **Full name**

4: Choose Card Type MYKAD/PASSPORT/KAD KUASA

5: Fill up Card No based on Chosen on Card Type

6: Select **Nationality**

7: Select **Country**

8: Click **Submit** button

You will be redirected to a confirmation page. Here, you will need to select your payment options:



Exam Voucher

✓ 1. Candidate's Information

2. Payment Option

Candidate's Full Name	MYKAD No./ Passport No. / Authority Card.	Nationality	Country	Expiry Date	Total (RM)
ZAKARIA BIN NASIR	890410084631	MALAYSIAN	MALAYSIA	30 Jun 2021	50.00

10

Payment Option

☐ (Card Credit)
 ☐ (Individual)
 ☐ (Corporate)

Captcha

11

**Please insert captcha image as above

Notice

- » FPX payment limit for an individual account is RM30, 000.00 and the payment threshold for corporate account is RM1, 000,000.00
- » For more information on the FPX services, please visit [FPX web site](#).

Previous

Submit

12

9 : Check the details that has been entered

10: Select **Payment** option (Credit Card or FPX)

11: Enter the Captcha

12: Click **Submit** button

**** Note:** Continue the payment process until successfully received your voucher

After successful /completion of your online payment transaction, you will be able to view your transaction information and print your voucher:



Transaction Information

* Please print out the receipt for your reference

Transaction Status : Successful
Transaction Date : Oct 15 2011 1:25PM
Transaction ID. : 145
Authorization ID : 066928

11

Receipt : SEMS/2011/0000045
Voucher No : 11-000021
Candidate's Full Name : Zakaria Nasir
IC No / Passport No / Kad Kuasa : 790527032345
Nationality : Malaysian
Country : Malaysia
Total Amount : RM50.00

Print Voucher

12

11: Check your transaction details

12: Click **Print Voucher** to print out your examination voucher



BAUCER PEPERIKSAAN



BAUCER PEPERIKSAAN SKMM

Nama: Zakaria Nasir
 NO. K/P: 790527032345
 TARIKH BAUCER: 15 Oct 2011
 TARIKH TAMAT: 30 Jun 2012

Perhatian: Baucer ini TIDAK boleh ditukar milik dan HANYA sah digunakan untuk permohonan peperiksaan/ujian yang dianjurkan oleh SKMM dan dalam tempoh sah lakunya sahaja. Baucer ini TIDAK boleh ditukar semula kepadawang ringgit dalam apa juga keadaan sekalipun.

BAUCER PEPERIKSAAN

13

11-000021

14

13: Examination Voucher No

14: Examination Voucher details.

**** Note:**

- i. You can only purchase one (1) voucher at a time. You may purchase another voucher if you have used the existing voucher for an examination.
- ii. Your voucher is valid up to 1 year. You may refer table below to determine your voucher validity period.

Purchased Date	Expiry Date
1 January – 30 June	31 December (the same year it purchased)
1 July – 31 December	30 June (the following year)



Examination Application



There are 2 types of examination, which manual examination (RAE and CW) and Online Examination (ORAE and OCW). To apply for a manual examination, you will need to follow these steps:



HOME EXAMINATION INFO PURCHASE VOUCHER EXAMINATION APPLICATION CHECK STATUS WITHDRAW EXAM

Examination Application

Step 1: Select Available Exam

Examination Series	Examination Type	Exam Date & Time	Application Closing Date	Region	Examination Venue	Number of Seat	Seat Available	Waiting List Available	Select Exam
121	Computerized Radio Amateur Examination (ORAE)	January 7, 2022 10.00 AM	January 6, 2022	CENTRAL REGION	KUALA LUMPUR (WP KUALA LUMPUR)	10	10	0	<input type="radio"/>

Examination Series	Examination Type	Exam Date & Time	Application Closing Date	Region	Examination Venue	Number of Seat	Seat Available	Waiting List Available	Select Exam
122	Computerized Radio Amateur Examination (ORAE)	January 6, 2022 9.00 AM	January 5, 2022	NORTHERN REGION	IPOH (PERAK)	10	10	0	<input type="radio"/>
				EASTERN REGION	HULU TERENGGANU (TERENGGANU)	10	10	0	<input checked="" type="radio"/>
				SOUTHERN REGION	KOTA TINGGI (JOHOR)	10	10	0	<input type="radio"/>

Step 2: Fill In Voucher No Or IC/Passport/Kad Kuasa And Click Check Button

Voucher No :

20-000129

Or

1

IC/Passport/Kad Kuasa :

[View Example](#)

Check

2

SKMM-SEMS

Please follow this format :

1. New IC No : 820712141234
2. Old IC No : A1234567/1234567
3. Passport No : 789123
4. Kad Kuasa : T98712/R65421


Ok



- 1: Enter Voucher No or Enter your IC/Passport/Kad Kuasa No (Use this option if you have lost your voucher slip)
- 2: Click **CHECK** button to check the status

**** Note:** You will not be able to apply for the examination if,

- i. Your Voucher No is invalid or;
- ii. You have already registered for the examination



HOME EXAMINATION INFO PURCHASE VOUCHER EXAMINATION APPLICATION CHECK STATUS WITHDRAW EXAM

Examination Application

Type of Examination :	Computerized Radio Amateur Examination (ORAE)
Voucher No :	11-0001
Applicant's Full Name :	LUTH RULIA ALI BIN HASSAN
Identification Type :	MYKAD
IC/Passport/Kad Kuasa :	8511181
Voucher Valid From :	Jan 20, 2022
Voucher Valid To :	Dec 30, 2022

3: Check your voucher information details button

4: Click **PROCEED** to proceed with your application, or **CANCEL** to go back to the previous page



Examination Application Form Computerized Radio Amateur Examination (ORAE)

Examination Series	Examination Type	Exam Date & Time	Application Closing Date	Region	Examination Venue	Number of Seat	Seat Available	Waiting List Available
091	Computerized Radio Amateur Examination (ORAE)	April 12, 2022 9.00 AM	April 7, 2022	CENTRAL REGION	KUALA LUMPUR (WP KUALA LUMPUR)	4	4	2

5

Voucher No : 11-000

Applicant's Full Name : LUTH RULIA ALI BIN HASSAN

Identification Type : MYKAD

IC/Passport/Kad Kuasa : 8511181

6

Nationality : MALAYSIAN

Country : MALAYSIA

Gender : FEMALE

Date of Birth * : 18/11/1985

7

Age as at Examination Date * : 36

8

Address * : [View Example](#)

9

State * :

10

City * :

11



Postcode *: 12

Contact Number *: 13

E-Mail *: 14

Additional Information 15

Are you disabled?: ☐

If yes, please specify :

Preferred examination center (Region) *: 16

17 ☐ here by acknowledge that information given above is complete and correct. i also acknowledge that i have read, understand and agreed with the terms and condition specified within this application

18

5: Examination information

6: Applicant's information

7: Select **Date of Birth**

8: **Age as at Examination Date** will be auto populated from the date of birth entered

9: Enter your mailing **Address**

10: Select **State**

11: Enter **City**

12: Enter **Postcode**

13: Enter **Contact No**

14: Enter **Email Address**

15: Enter any **Additional Information**, if available

16: Select your **Preferred Examination Center (Region)**

17: Click at the checkbox to agree with the terms & conditions

18: Click at **SUBMIT** button to proceed or **CANCEL** button to go back to SEMS homepage

**** Note:** If all of your information meets the criteria for the selected exam that you are applying, you will be able to proceed with your application. Please read and understand thoroughly the Rules & Regulations for each exam



[HOME](#) [EXAMINATION INFO](#) [PURCHASE VOUCHER](#) [EXAMINATION APPLICATION](#) [CHECK STATUS](#) [WITHDRAW EXAM](#)

Thank you for registering.

Your application no is **OR2021-121-0001**. A notification has been sent to your email address for your reference.

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Please visit our portal after the closing date to check your application status or you may contact our administrator via email at sems.admin@cmc.gov.my for more information.

[Back To Main Menu](#)

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19: For successful application, you will prompt with your **Application No**

20: Click at **BACK TO MAIN MENU** button to go back to SEMS homepage



Check Examination Status

With SEMS, you will have the ability to check your application status online from SEMS portal. Here, you can check:

i. Examination Application Status

The status update on your examination application will normally take from 2 – 4 weeks after the examination application closing date.

ii. Examination Result

Once the examination result is available, you will also be able to check your exam result, online.

Check Status

Please insert your IC No, Passport or Kad Kuasa No. The system will check the status of your last examination application and your examination result, if made available.

Examination Type : **1**

IC/Passport/Kad Kuasa : [View Example](#) **2**

3

1: Select Examination Type

2: Enter your Identification No (IC/Passport/Kad Kuasa)

3: Click at **CHECK** button to view/check your examination status

[HOME](#)[EXAMINATION INFO](#)[PURCHASE VOUCHER](#)[EXAMINATION APPLICATION](#)[CHECK STATUS](#)[WITHDRAW EXAM](#)

Examination Application

Applicant's Full Name : MOHD FARID HUSZAINI BIN KASSIM

IC/Passport/Kad Kuasa : 8911070-XXXX

Address : 75 JALAN DPK9
TAMAN DESA PERMAI KUNDUR
71300 , SEREMBAN
NEGERI SEMBILAN

4

Application No : OR2022-5-XXXX

Examination Series : 5

4: Your basic application information will appear here



Examination Application

Status : APPROVED

Index No. : 1004

Examination Type : ORAE

Examination Date & Time : 25 January 2017 , 2.00 PM

Address : PUSAT INTERNET MALAYSIA SEMENYIH
KAMPUNG PASIR BARU
43500 , SEMENYIH
SELANGOR

Print Admission Slip

6

5: Examination Application: Status update on your application (REGISTERED, APPROVED / REJECTED).

**** For all approved application, you will be provided with Examination Center Address detail and you would be able to print out your Examination Admission Slip**

6: Click at **PRINT ADMISSION SLIP to print out the examination admission slip**

Examination Result

Index No. : 1004

Examination Result : PASS

AROC Serial No : RAE2017-5-1004

Valid Until : 24 January 2022

Print Exam Result

8

7: Examination Result: You will be prompt with your examination result status if it's made available.

8: Click at **Print Exam Result to print out the examination result slip**




Withdraw Exam



You will also have the option to withdraw your examination application. To do this, you need to understand a few rules and regulations:

- i. You can only withdraw your application before the Application Closing Date
- ii. Once you have successfully withdrawn your application, you **WILL NOT BE ABLE** to apply for the same examination session again. You can apply for the next examination session, provided with your voucher is still valid for use.

HOME EXAMINATION INFO PURCHASE VOUCHER EXAMINATION APPLICATION CHECK STATUS WITHDRAW EXAM

Withdraw Application

Please be informed that you can only withdraw your application before the application's closing date. Once withdrawn, you can only apply for the next examination that is available. Please insert your IC No, Passport, Kad Kuasa or your Application No to retrieve your application information.

Application No :

Or **1**

Examination Type :

IC/Passport/Kad Kuasa : [View Example](#) **2**

3

1: Please read the **Withdraw Application** notification

2: Insert your Application No or select your Examination Type & insert your Identification No

3: Click at **CHECK** button to proceed with the withdrawal



A confirmation page will appear and you will be prompt with the information available.

4

5

6

Withdraw Application

Applicant's Full Name : APPLICANT ZHAFRI

IC/Passport/Kad Kuasa : 880510054125

Application No : OR2022-042-0002

Examination Type : ORAE

Examination Date & Time : 30 March 2022 , 2.00

Back Withdraw

SKMM-SEMS

Are you sure you want to withdraw your application?

Ok Cancel

4: Your application information will appear here

5: Click at **BACK** button to go back to previous page, or click at **WITHDRAW** button to proceed with your withdrawal.

6: A notification of confirmation will be prompt. Click at **OK** button to proceed or **CANCEL** to cancel the process.