TEACHER'S

USER GUIDE

RAFFLES INSTITUTION
in collaboration with
TOFFS Technologies Pte. Ltd.

TEACHER'S

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1. Registration for Teacher-in-Charge

Step 1: Accessing the RMO Website

1. Use the competition link: rmo.ri.edu.sg to proceed to the login page.
2. Once you are on the RMO homepage, select **"Register Teacher"**.

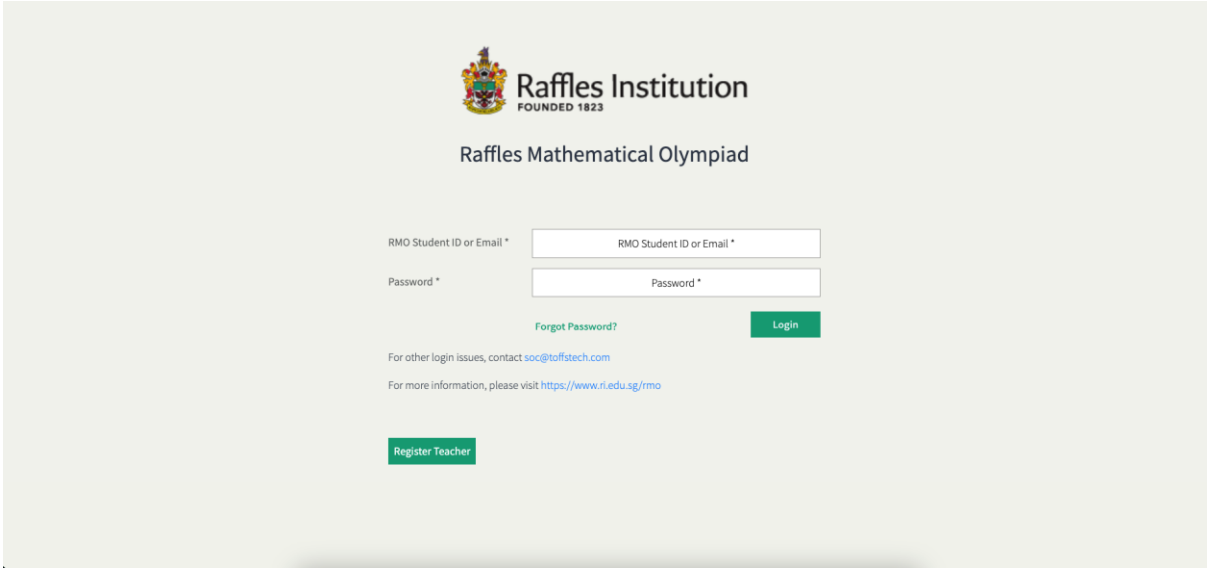

Figure 01: Login Page

Step 2: Register Teacher Page (1/2)

1. You will be redirected to the **Register Teacher Page** (1/2).
2. Enter the **Activation Key** provided by RI and "**Submit**".

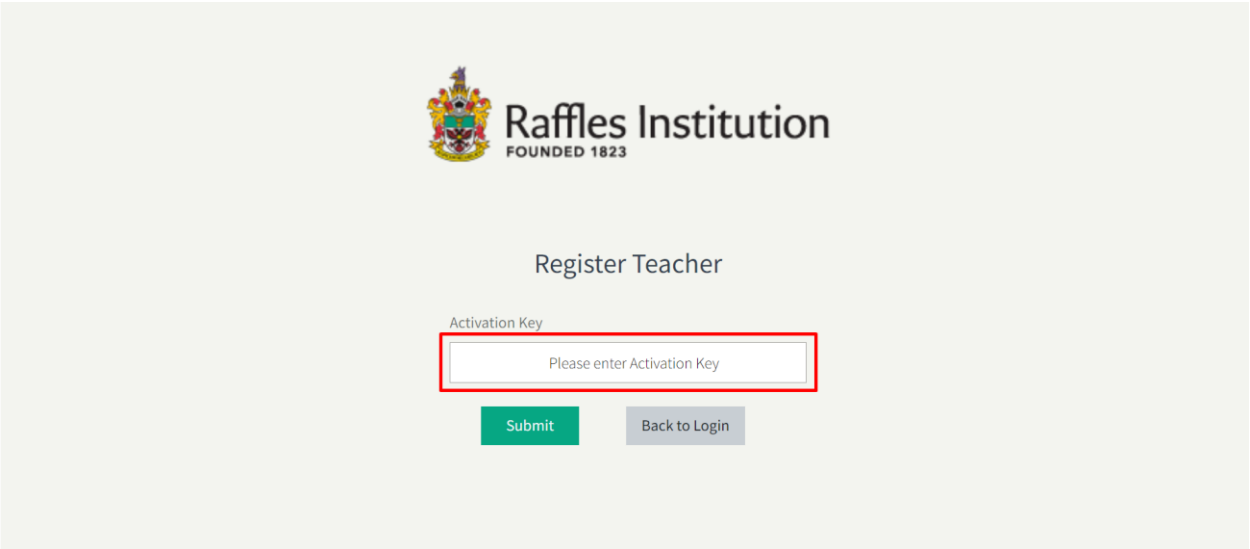

Figure 02: Register Teacher Page (1/2)

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Step 3: Register Teacher Page (2/2)

In this second part of the registration, furnish the information as required.

1. **School:** Use the drop-down menu and select your school from the list.
2. **Name:** Enter your full name.
3. **Email:** Enter a valid email address. This will be your login ID and used for all communications.
4. **Office No:** Enter your office telephone number.
5. **Password:** Create a secure password. Ensure it's a combination of letters, numbers, and symbols for better security.
6. **Confirm Password:** Re-enter the password.
7. **"Submit"** to complete the registration.

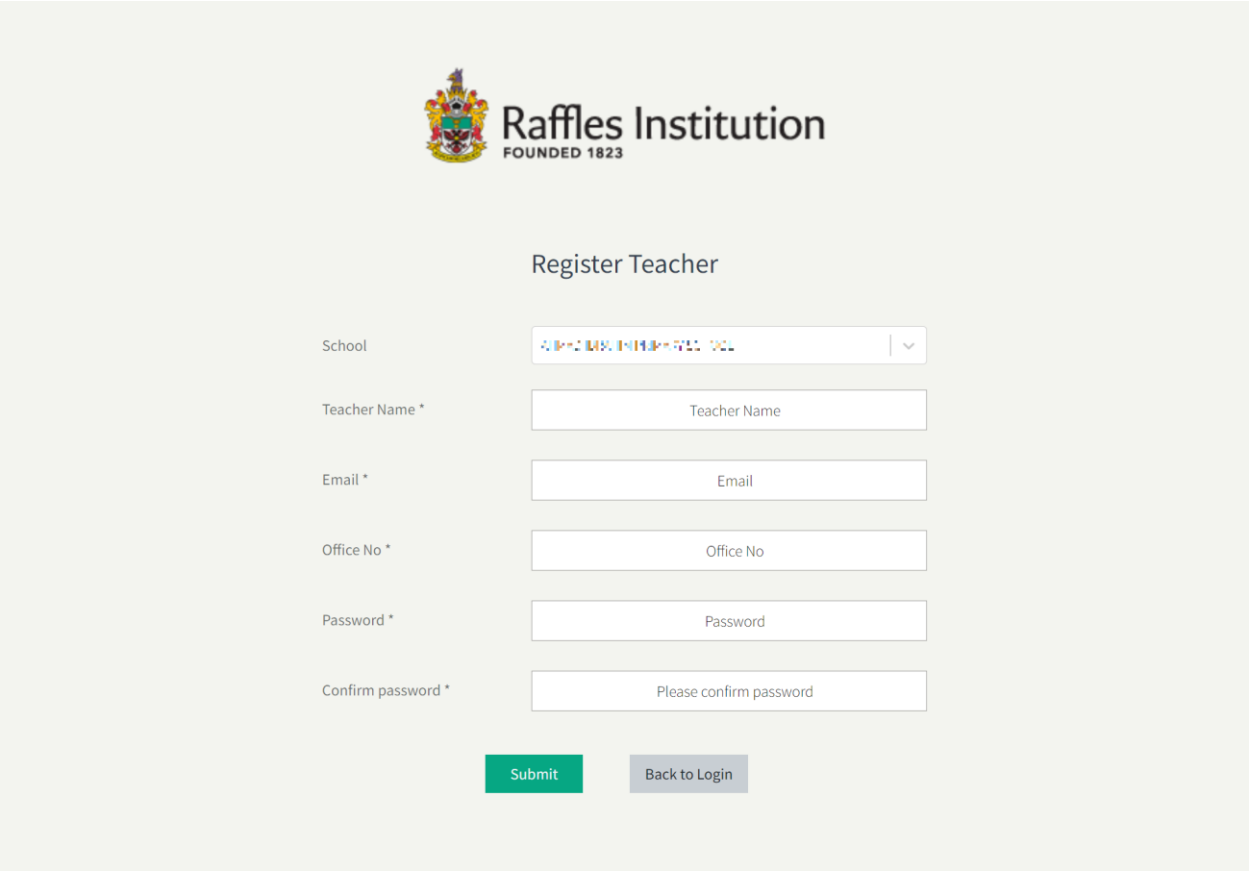

Figure 03: Register Teacher Page (2/2)

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Step 4: Confirmation

Once the registration is successful, a notification will be shown.

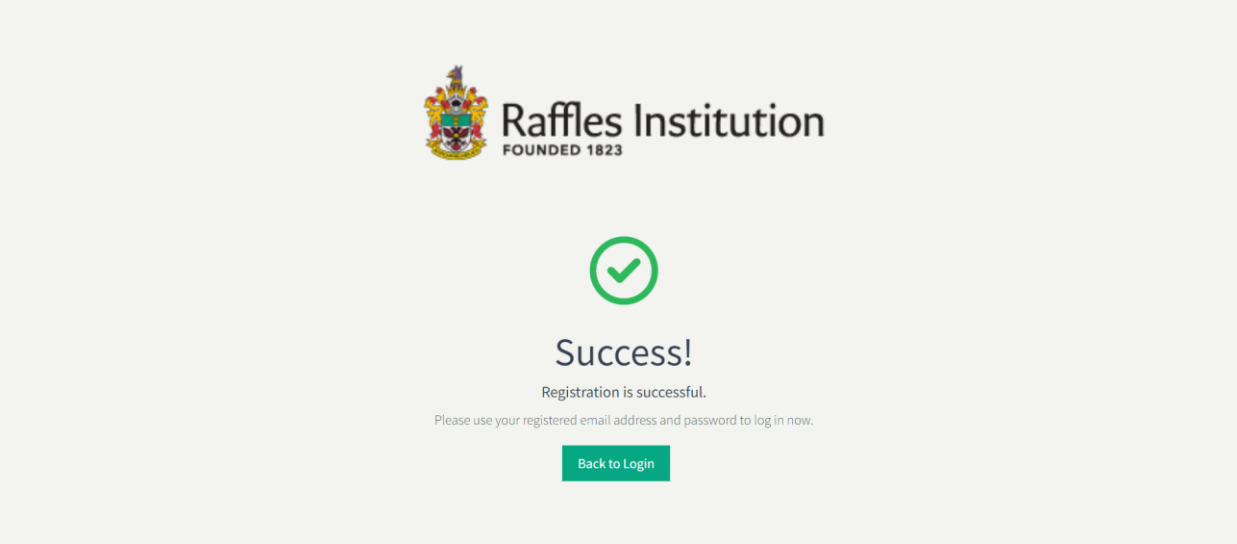

Figure 04: Successful Registration

Additionally, a confirmation email will be sent to you.

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2. Teacher's Login Page

Return to the **RMO homepage**, use the **Registered Email Address** as your username and enter the **password** you set during registration to log in.

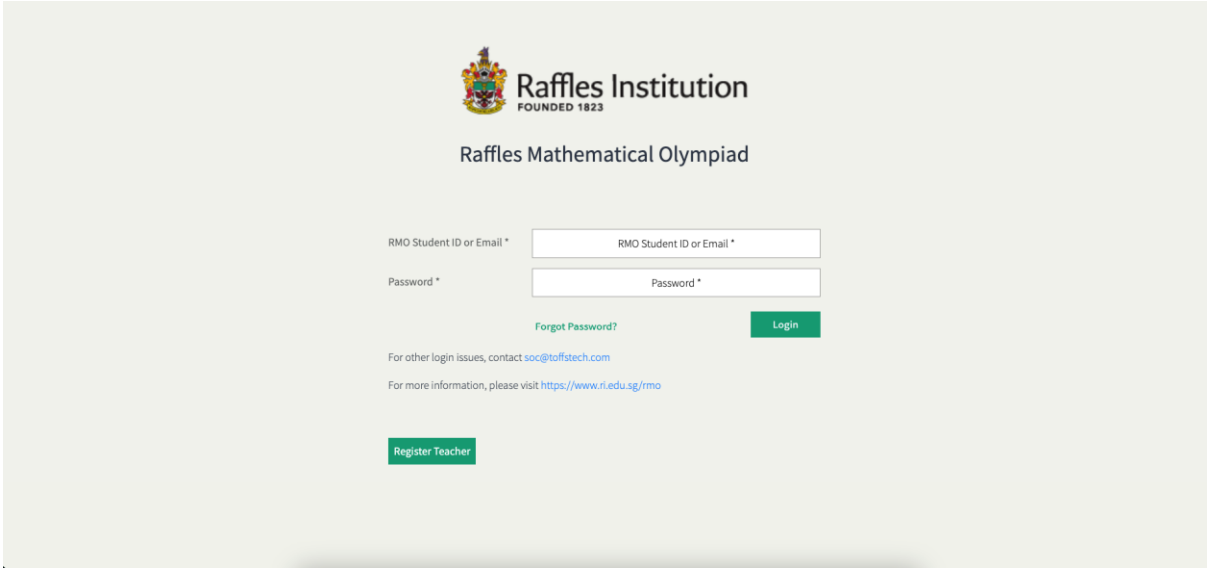

Figure 05: Login Page

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3. Home Page (School Information)

After logging in, you will be directed to the **School Information** page. This page displays the School Information along with the Competition Date.

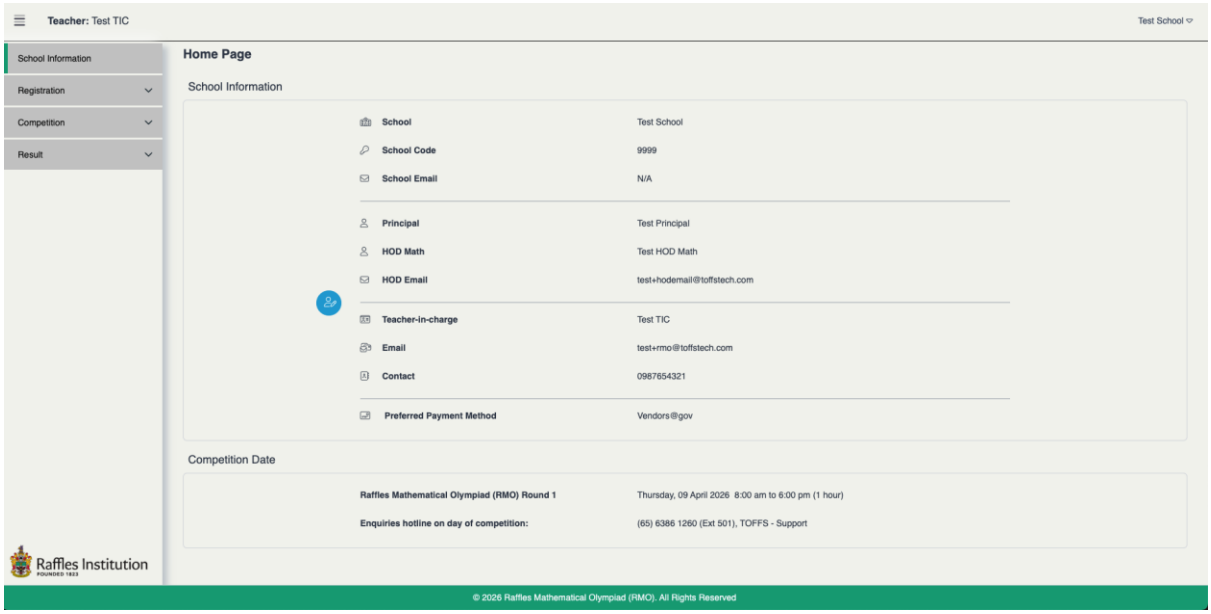

Figure 06: School Information Page

To update or edit information such as the Principal's Name, HOD Math Name, HOD Email, Teacher-in-charge Email, Contact Information, and Preferred Payment Method, click the ***Edit Information icon*** button ( ).

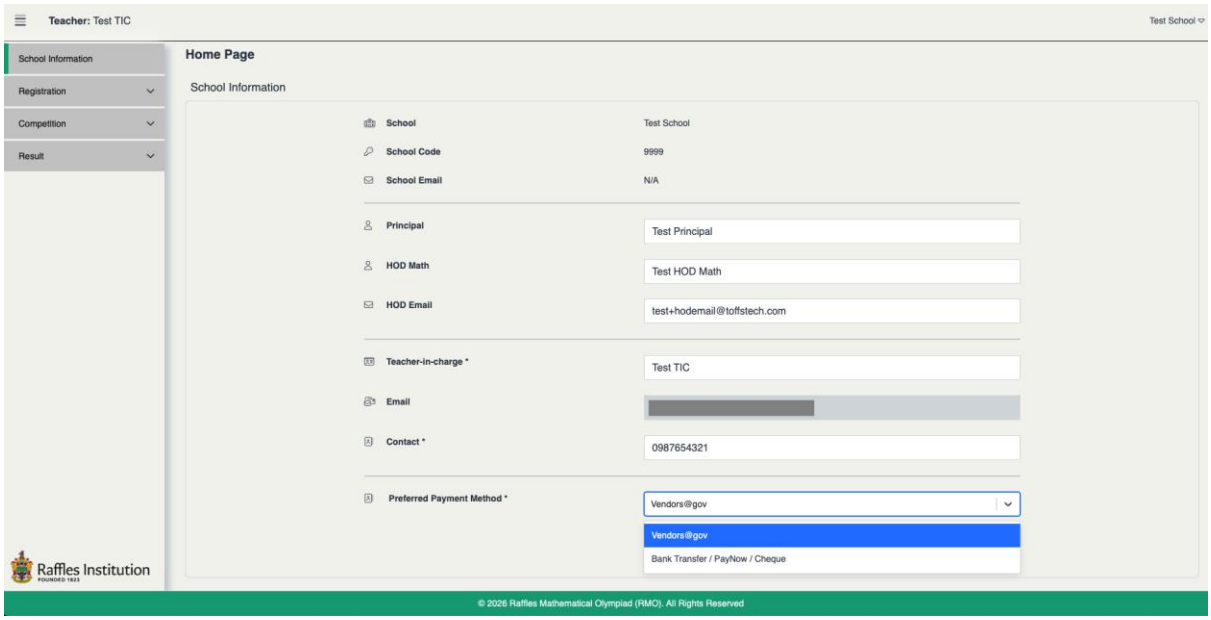

Figure 07: Edit School Information Page

You can choose your **Preferred Payment Method** from the following options:

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1. Vendors@gov
2. Bank Transfer / PayNow / Cheque

Note*:* By default, the Preferred Payment Method is set to Vendors@gov. Please select your preferred option so that RI can facilitate your payment.

After making any updates, click the Save button to submit your changes.

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4. Register By Batch

"**Register By Batch**" allows to register multiple students into the system at one go. To do so, you will need to download the registration form. To access this functionality, navigate to **Registration > Register By Batch** from the menu.

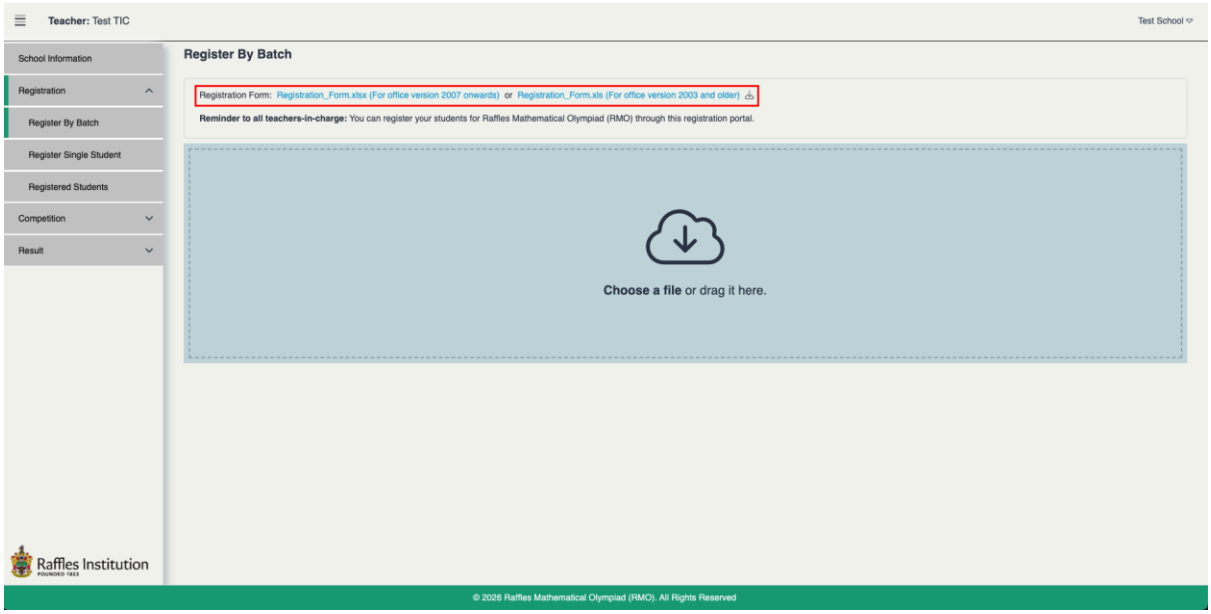
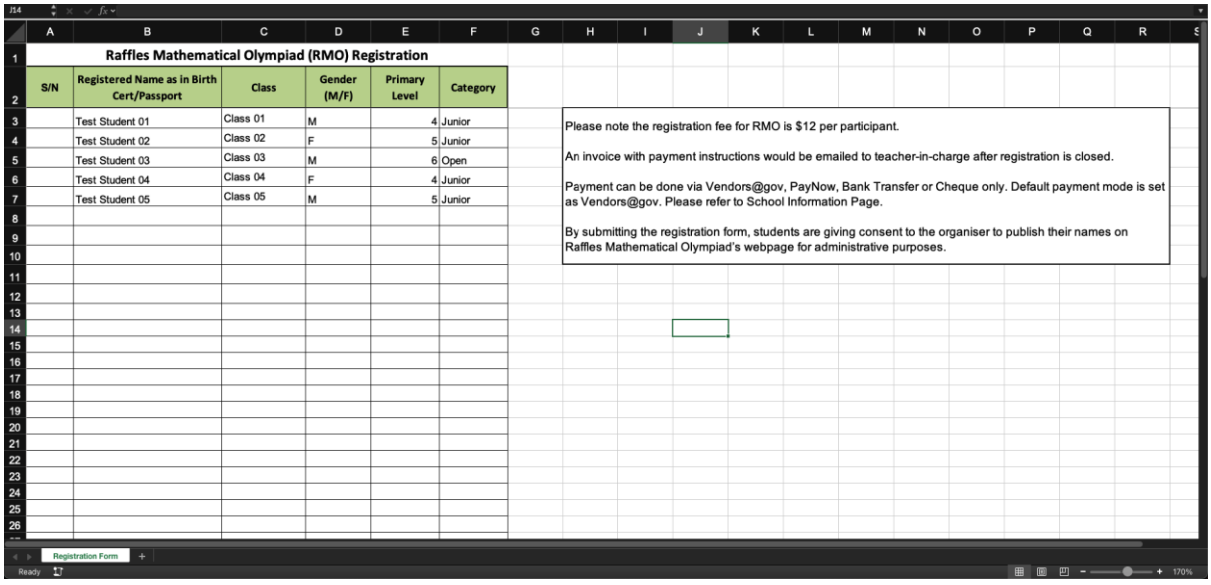


Figure 08: Click on the link to download the registration form

Below is an image of the registration form in Excel format.



Raffles Mathematical Olympiad (RMO) Registration

S/N	Registered Name as in Birth Cert/Passport	Class	Gender (M/F)	Primary Level	Category
	Test Student 01	Class 01	M	4	Junior
	Test Student 02	Class 02	F	5	Junior
	Test Student 03	Class 03	M	6	Open
	Test Student 04	Class 04	F	4	Junior
	Test Student 05	Class 05	M	5	Junior

Please note the registration fee for RMO is $12 per participant.

An invoice with payment instructions would be emailed to teacher-in-charge after registration is closed.

Payment can be done via Vendors@gov, PayNow, Bank Transfer or Cheque only. Default payment mode is set as Vendors@gov. Please refer to School Information Page.

By submitting the registration form, students are giving consent to the organiser to publish their names on Raffles Mathematical Olympiad's webpage for administrative purposes.

Figure 09: Example of the registration form for upload

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Fill in the columns in the registration form with the correct information. Once completed, choose or drag the completed Excel file into the box and click **"Upload"**.

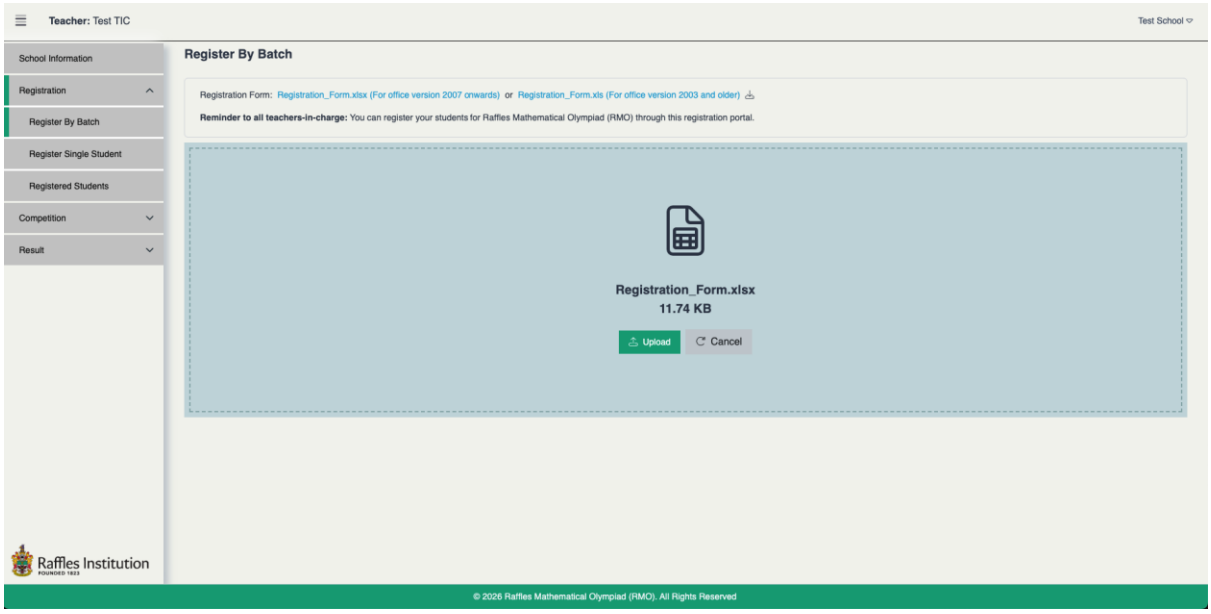

Figure 10: Upload Register Form

If the form is filled in correctly, you should see the message "**Form submitted is valid. Please proceed by clicking the Register button**".

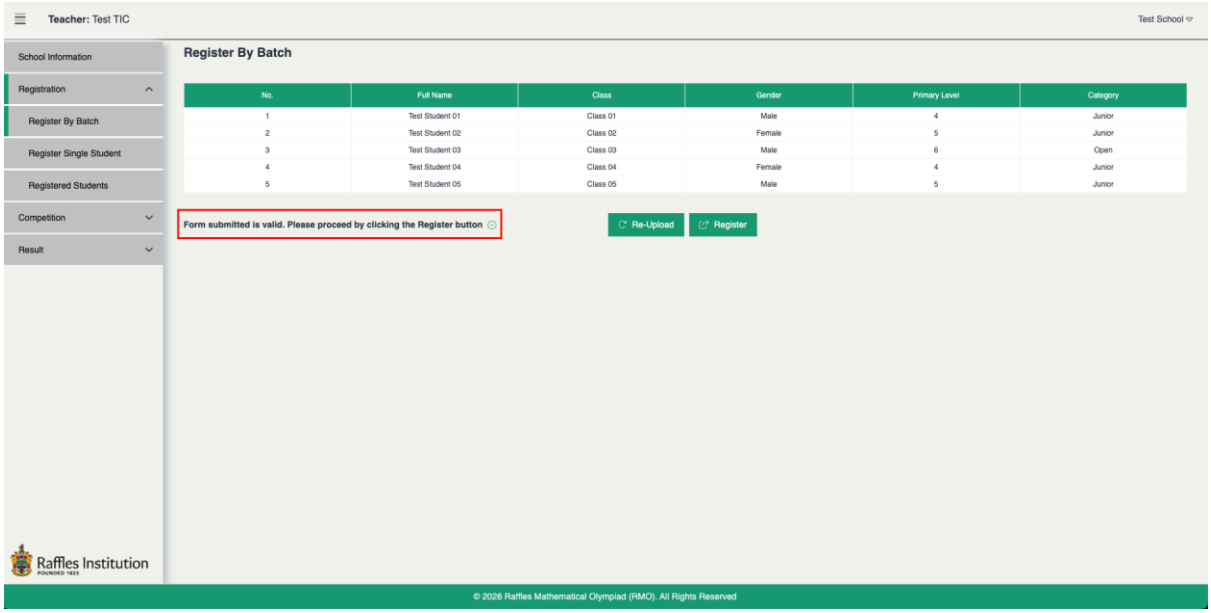

Figure 11: Register by Batch (Valid Upload)

After clicking the **"Register"** button, a popup will appear to inform you that *"Students whose data has already been uploaded will retain their existing Student ID and Password. Only new sign-ups will be generated with new login credentials."*.

This means that any student already uploaded will retain their existing information and will not receive a new Student ID or Password. If you need to register two students with identical

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information, you can enter their details together in the form, and the system will generate unique Student IDs and Passwords for each. Click **“OK”** to continue.

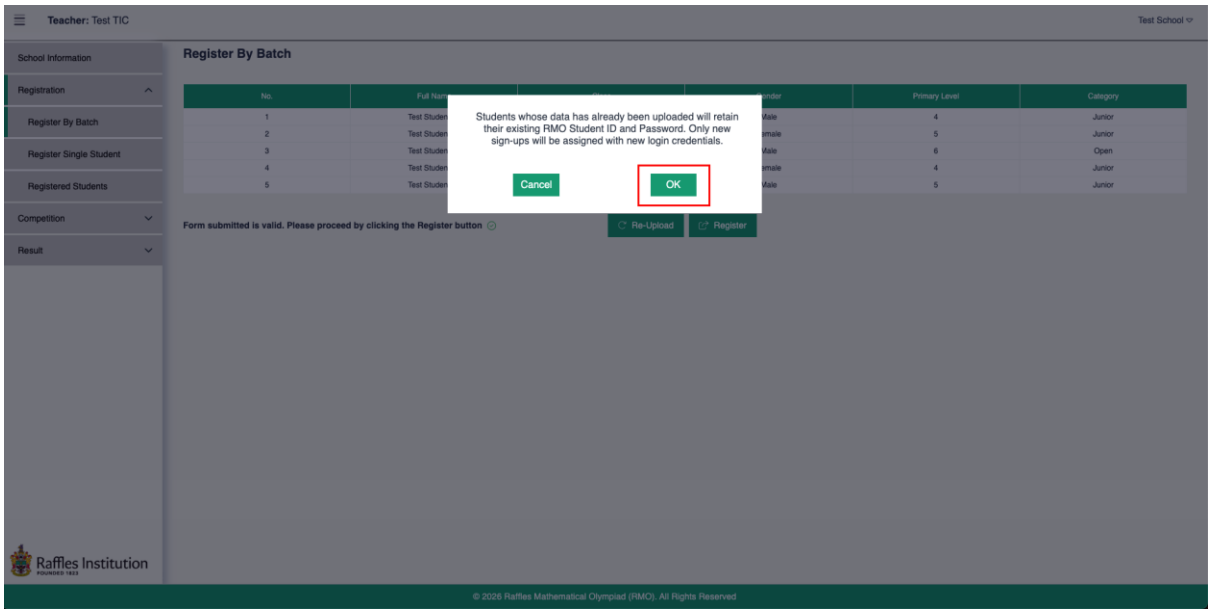

Figure 12: Confirm Popup

Your registration is complete when the message **“The registration form is uploaded successfully.”** appears. The system will generate Student IDs in ascending order.

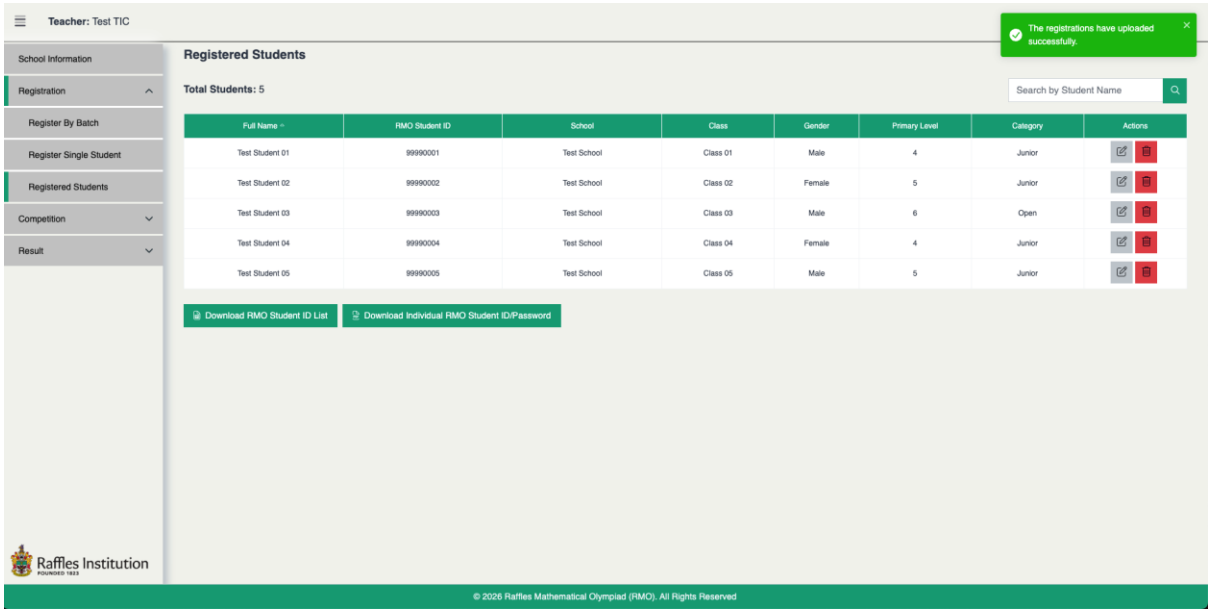

Figure 13: Register by Batch (Upload successfully)

Note: Do not reformat the registration form as that will cause errors when you upload the form.

If there are errors in the form, the message “**Submit form is invalid**” and the "**Show Error**

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Table" button will appear and you cannot proceed.

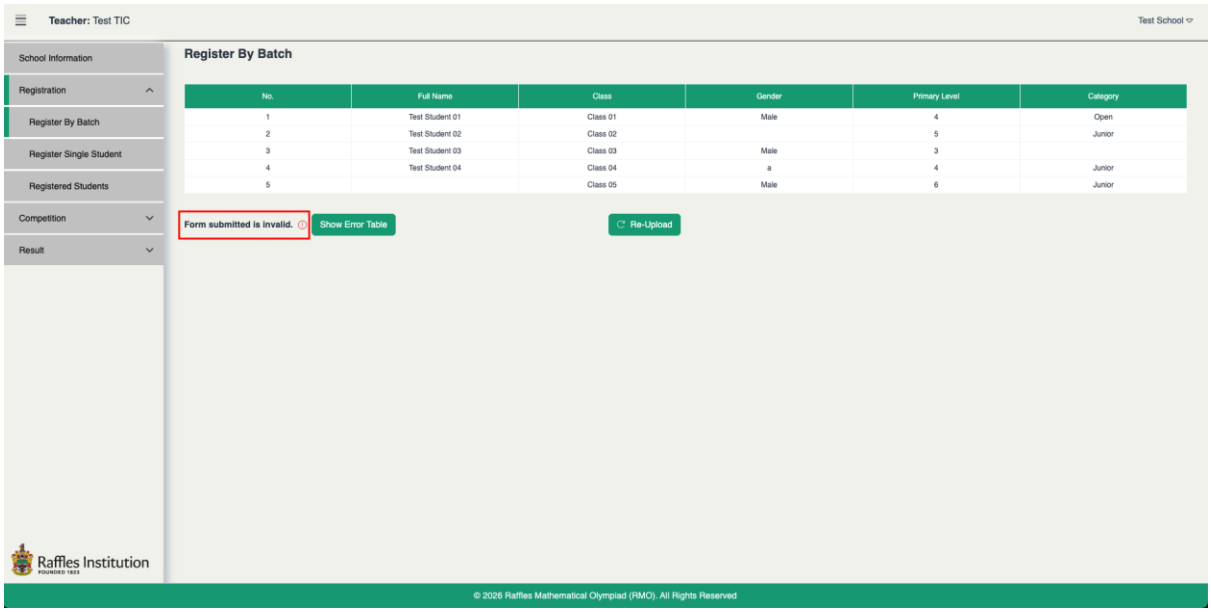

Figure 14: Register By Batch (Invalid Upload)

To check the error in the registration form, select **"Show Error Table"**. The system will automatically redirect to the **Error List Register** page.

To better understand each error, simply move your mouse over the invalid data entry. A pop-up message will appear, providing recommendations on how to correct the data to make it valid. Edit the registration form and **"Re-Upload"**.

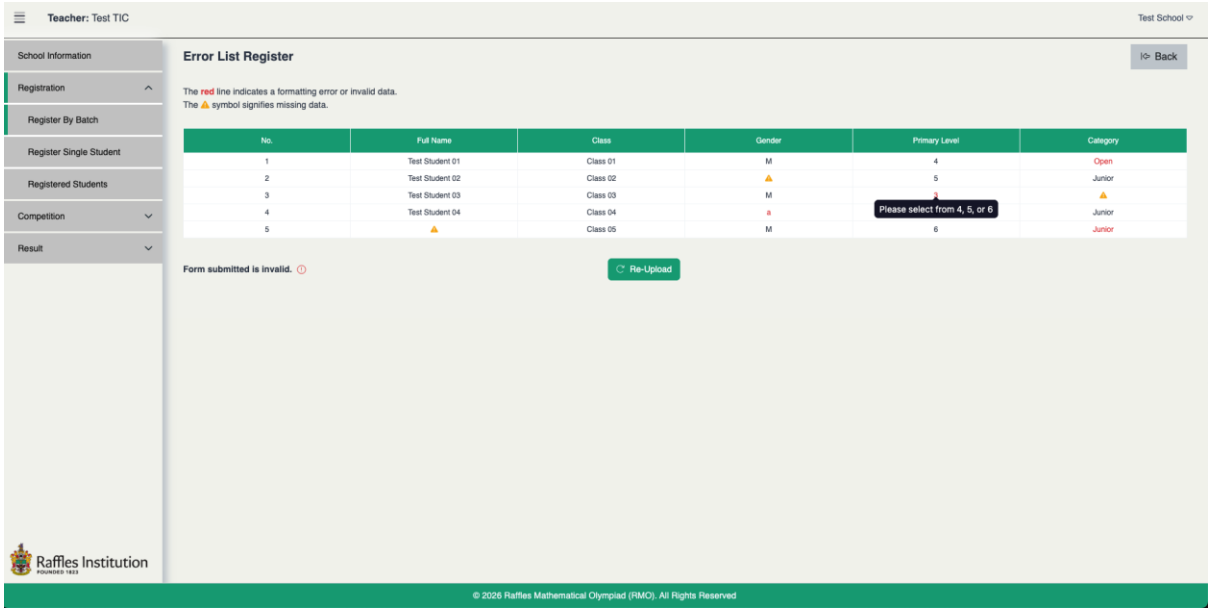

Figure 15: Error List Register

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5. Register Single Student

The **“Register Single Student”** feature allows to register students one at a time. To begin, navigate to **Registration > Register Single Student** tab on the left side of the screen. Here, you can enter the required details to register each student individually.

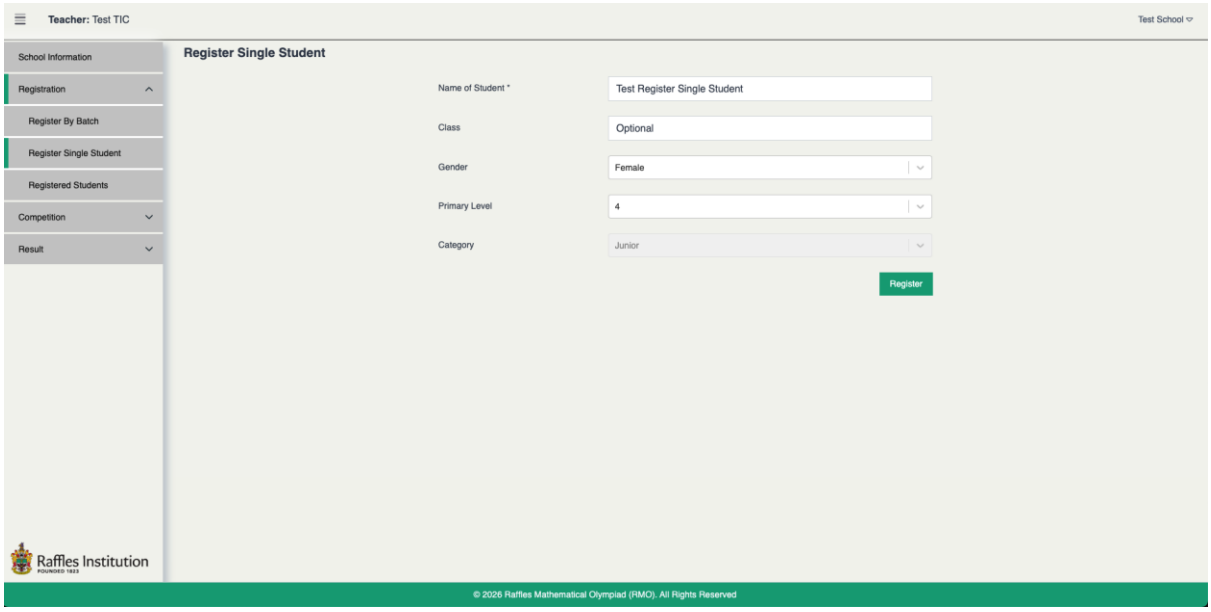

Figure 16: Register Single Student

After you input all the information and click **“Register”**, you will be informed with a message that says, “The Student has been registered successfully.” at the right corner of the screen.

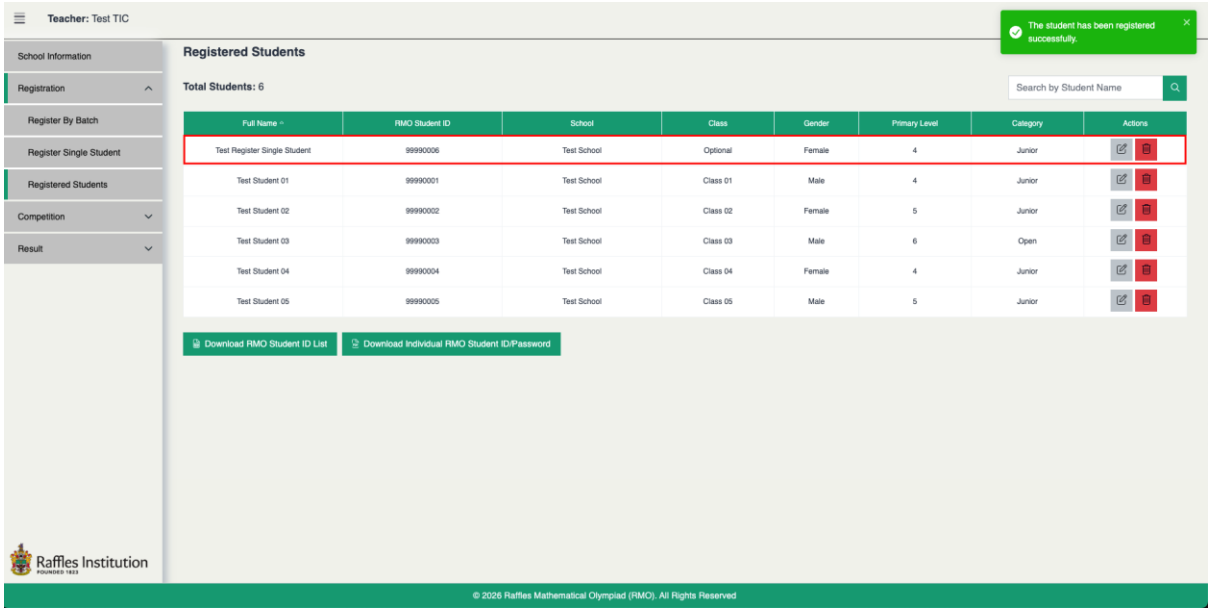

Figure 17: Register a single student successfully

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6. Registered Students

The **“Registered Students”** page provides a comprehensive list of students who have been successfully registered in the system. To access this functionality, navigate to **Registration > Registered Students** from the menu.

From this page, you can view details for each registered student and access various options, including Edit, Delete, and download buttons for **“Download Student ID List”** and **“Download Individual Student ID/Password”**.

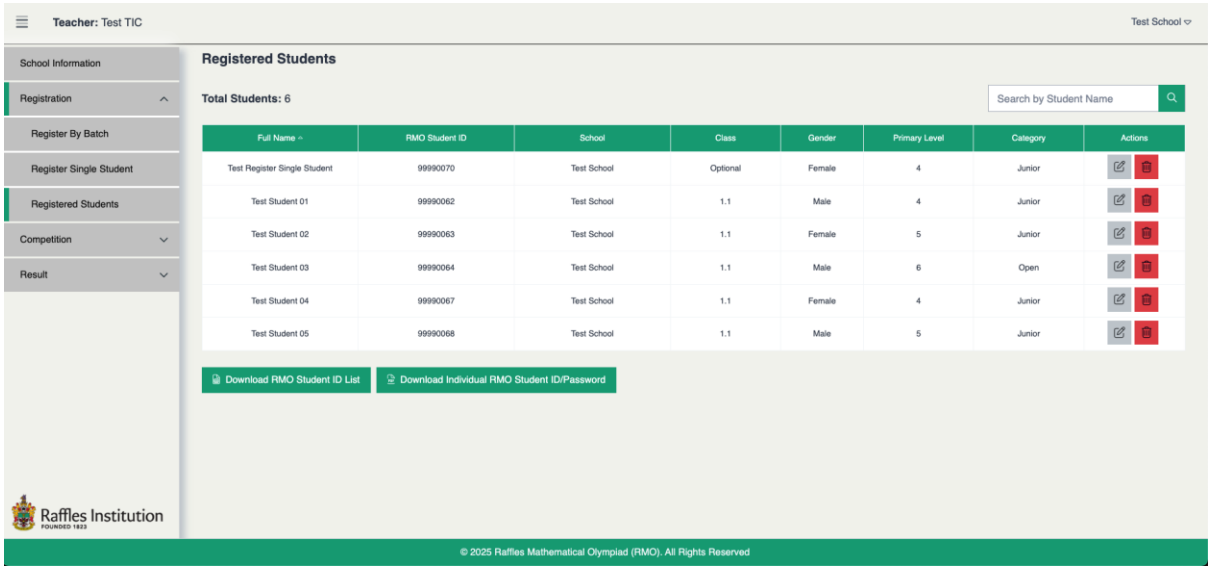

Figure 18: Registered Students

You can search by Student Name or sort the list by fields such as **Names** or **Class** by selecting the desired option at the top of the table. Under the “Actions” column, you have the ability to **Edit** a student’s information or **Delete** a student from the list.

When you click the **“Edit”** button, you will be directed to the **“Edit Registered Student”** page, where you can update the student's details as needed.

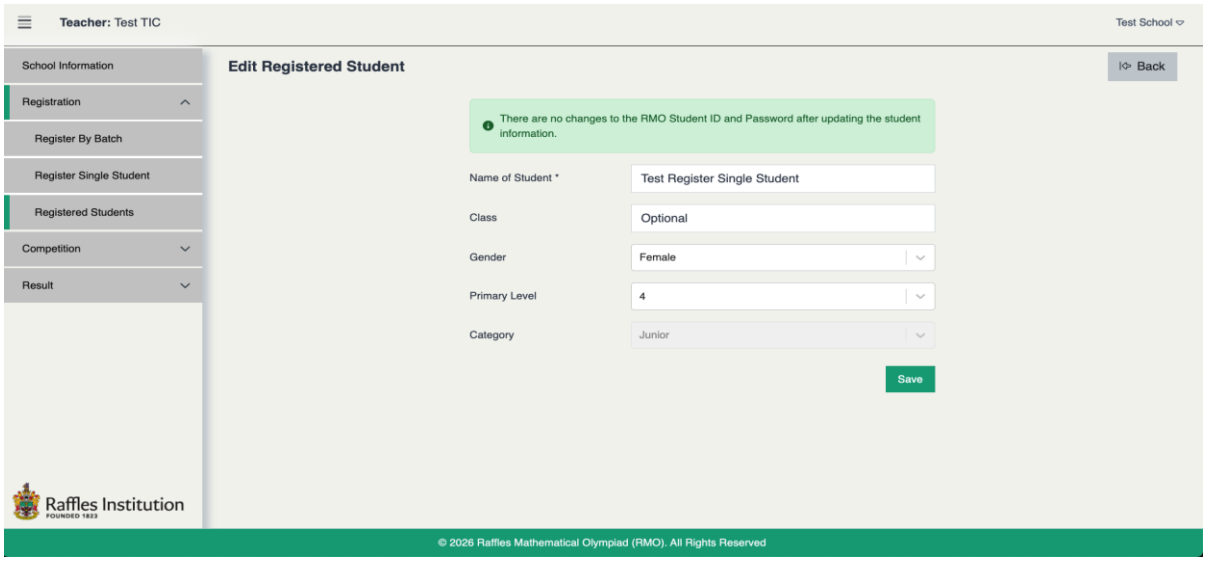

Figure 19: Edit Registered Student

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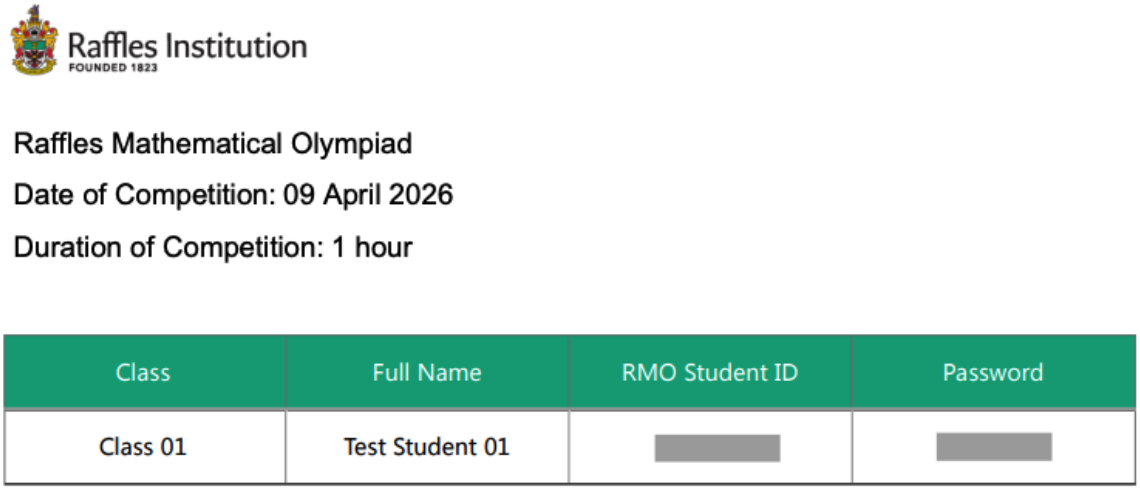
Note:

- Please note that after updating student information, the **Student ID** and **Password** will remain unchanged.
- The **Edit** and **Delete** buttons will be disabled after the registration period ends. It is essential to ensure that all student information is submitted correctly before this deadline.

"Download Student ID List": This option allows you to download a spreadsheet containing the login credentials for all registered students, making it easy to distribute this information as needed.

"Download Individual Student ID/Password": This option enables you to download the login credentials for each student on separate pages. Upon clicking this button, a file will be downloaded to your device, organized by class. The document will include the class field, facilitating the distribution of login credentials to the appropriate classes


Raffles Institution
FOUNDED 1823

Raffles Mathematical Olympiad

Date of Competition: 09 April 2026

Duration of Competition: 1 hour

Class	Full Name	RMO Student ID	Password
Class 01	Test Student 01	[redacted]	[redacted]

Figure 20: Sample of Individual Student ID/Password page which includes Class, Full Name, Student ID, and Password

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7. Monitoring Students

The **Monitoring Students** page is essential for overseeing students' status and attendance during the competition. This feature allows teachers to track each student's progress, manage their attendance, and monitor their IP addresses to ensure compliance with competition rules.

To access this functionality, navigate to **Competition > Monitoring Students** from the menu. Here, you can sort the list of students by selecting the desired field at the top of the table.

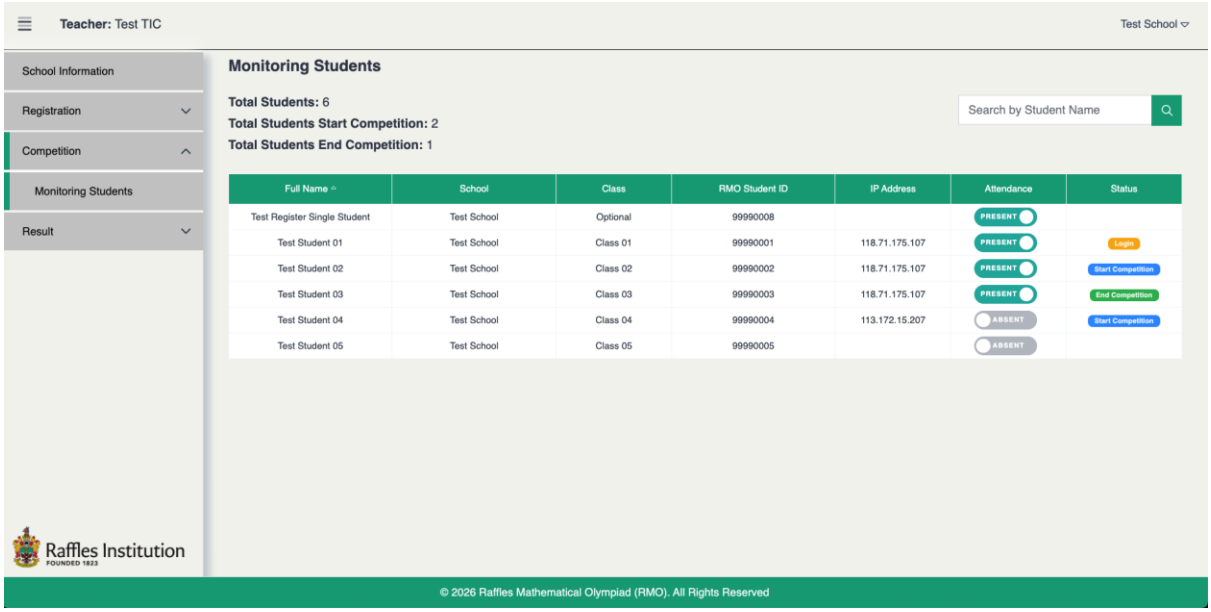

Figure 21: Monitoring Students

You can sort the list by selecting the field at the top of the table.

Status Monitoring: This section provides real-time updates on each student's progress, categorized as follows:

- **<Blank>:** The student has not logged in.
- **Login:** The student has logged in and is in the Waiting Room.
- **Start Competition:** The student has started and is in the midst of the competition.
- **End Competition:**
    a. The student has completed the competition by submitting answers.
    b. If the student closes the browser without clicking the "End Competition" button, their status will automatically update to "End Competition" one hour after the end time of their specific competition.

IP Address:

- This column records the **IP Address** each time a student performs an action (e.g., Login, Start Competition, End Competition).
- Monitoring IP addresses helps teachers identify potential irregularities.

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- If a student's IP address indicates they are outside the school, the teacher should review this and consider marking the student's Attendance as "Absent" if necessary.

Attendance:

- By default, all students' attendance is set to **"Present"**.
- To ensure fairness, you must verify each student's attendance and their IP addresses.
- Use the toggle to mark students as **"Present"** or **"Absent"** as needed; your selection will be automatically saved.
- **The Attendance column will be disabled 15 minutes after the competition has ended. The TIC must mark the status within this time to ensure that students are marked correctly and fairly.**

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8. Download Summary Report

The **“Download Summary Report”** page enables to download detailed reports on student performance and overall results in **Junior** and **Open** categories. To access this functionality, navigate to **Result > Download Summary Report** from the menu.

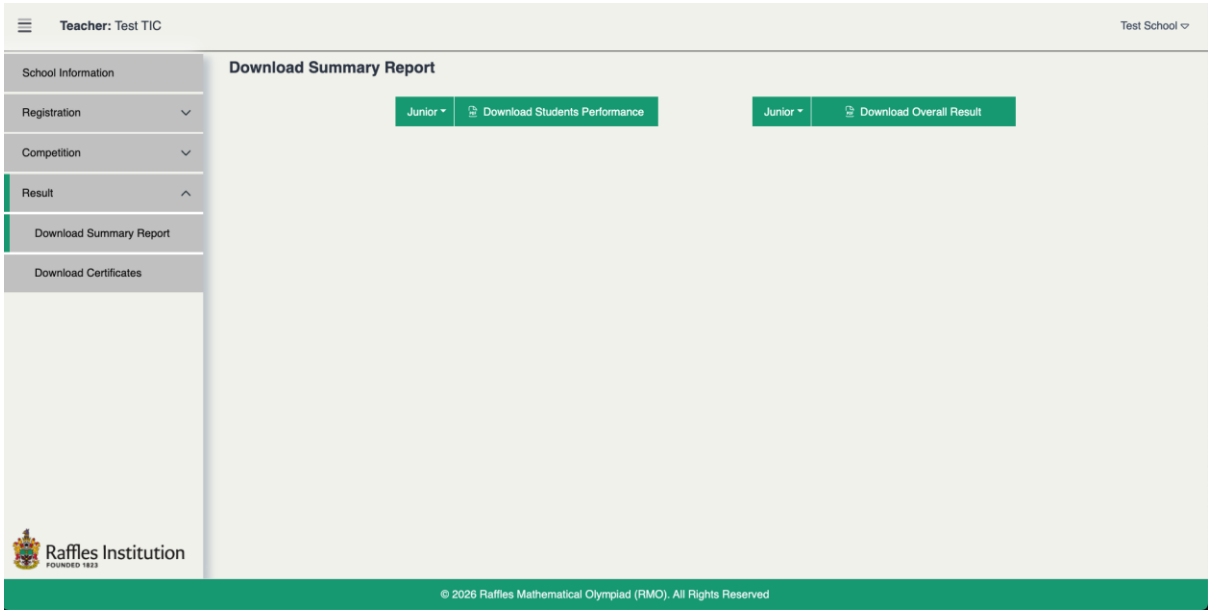

Figure 22: Download Students Performance Report and Download Overall Result

"Students Performance" provides a comprehensive overview of individual student performance.

"Overall Result" provides a summary of the results, including the number of participants, mean and median scores, total number of awards (High Distinction, Distinction, Merit, Participation).

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9. Download Certificates

The “Download Certificates” page allows teachers to download certificates for students who have successfully completed each competition round.

To access this functionality, navigate to Result > Download Certificate from the main menu.

Round 1 Certificate

If your school has students who achieved awards in **Round 1**, the button **Download Round 1 Certificates** will appear.

Clicking this button will generate a **bundled DPF file** containing all individual certificates for Round 1 awardees.

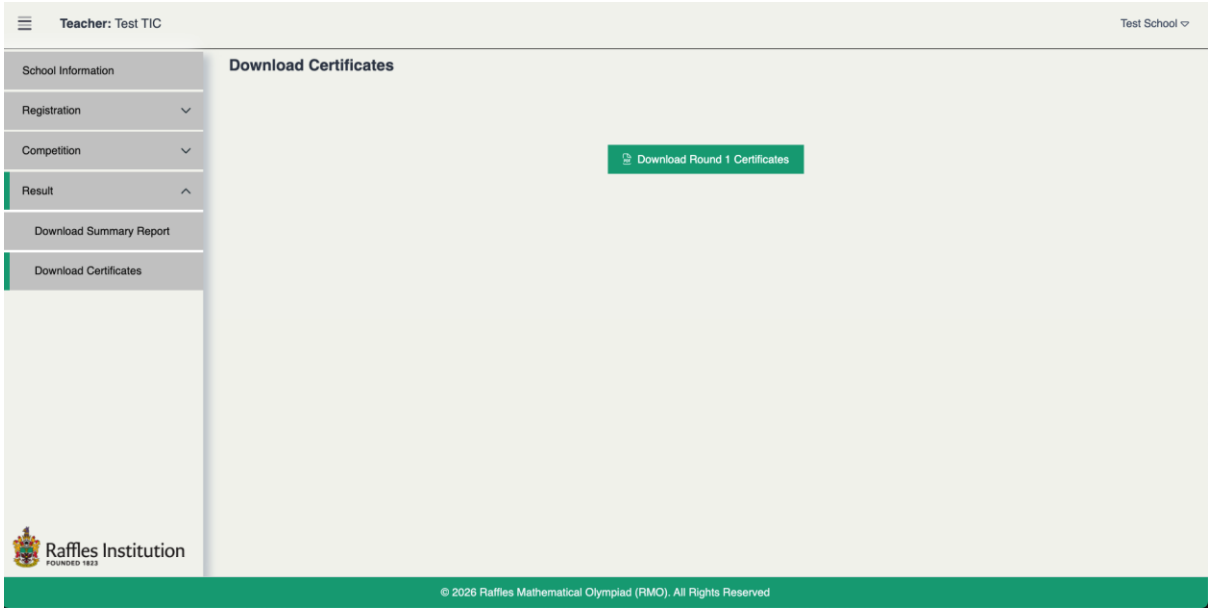

Figure 23: Download Students’ Certificates

If there is **no student participation** for Round 1, or the results have **not yet been published**, the download button will blur out like this

with the message “E-certificate is available after the student finishes the competition”.

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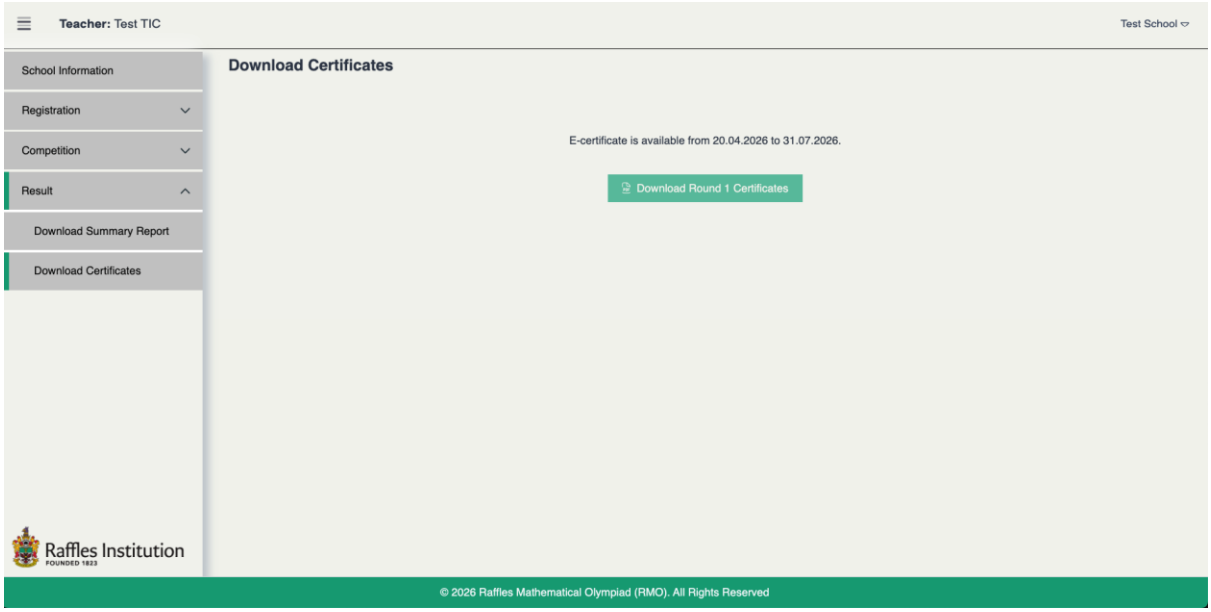

Figure 24: Inactive Students' Certificates

Round 2 Certificates

If your school has students who achieved awards in **Round 2**, the button **Download Round 2 Certificates** will appear **after Round 2 result release date**.

Clicking this button will generate a **bundled PDF file** containing all Round 2 certificates for your school's awardees.

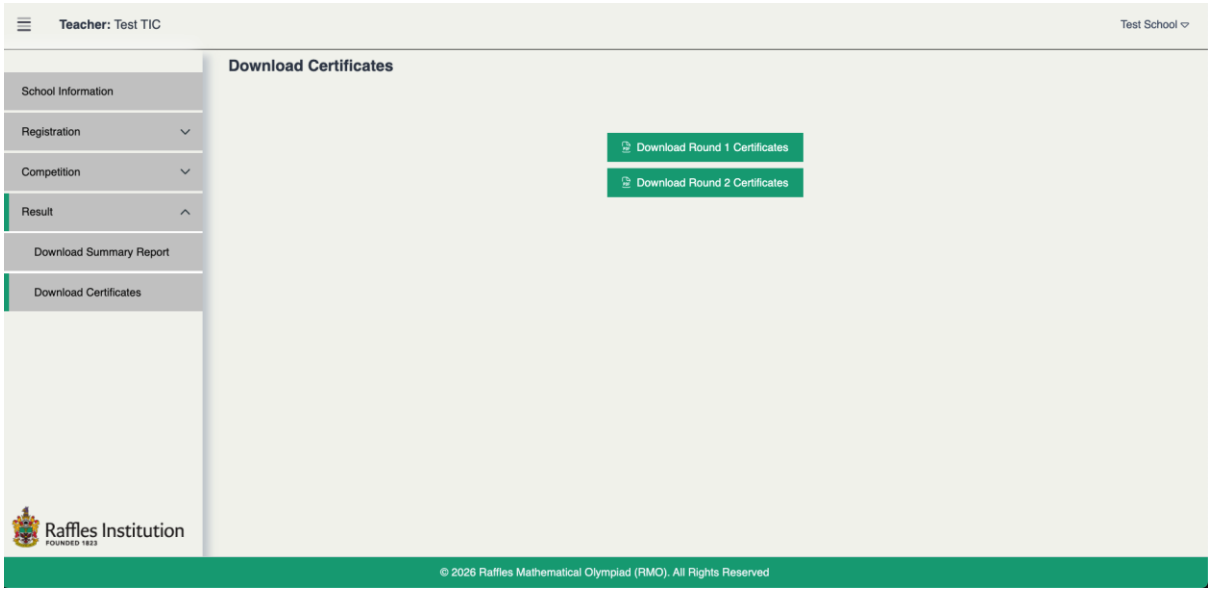

Figure 25: Download Round 2 Certificates

If Round 2 certificates are not yet available, the button will not be shown.

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Team Certificates

If your school has received a **Team Award**, the button **Download Team Certificates** will also appear.

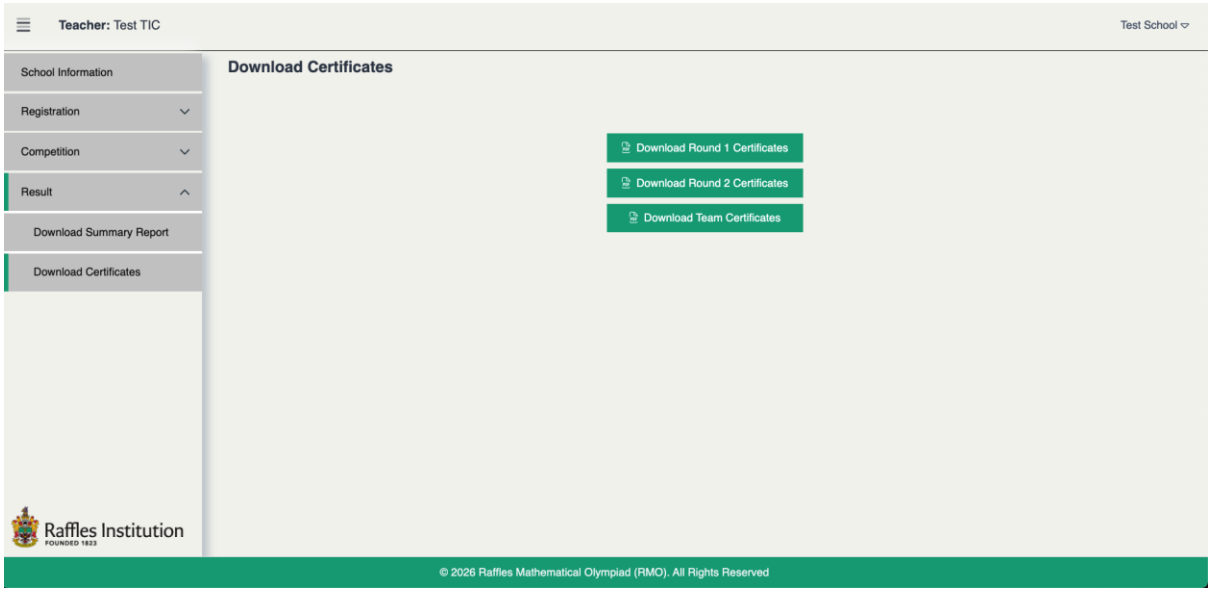

Figure 26: Download Team Certificates

This will generate a separate PDF file containing all team certificates.

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10. Offline Support

In case the connection has a problem, students can continue doing the competition. The student's work will be submitted to the system when the student clicks the **"End Competition"** button. If the student clicks the **"End Competition"** button while the internet connection is still not available, the student has the option to save their work using one of the offline support options below.

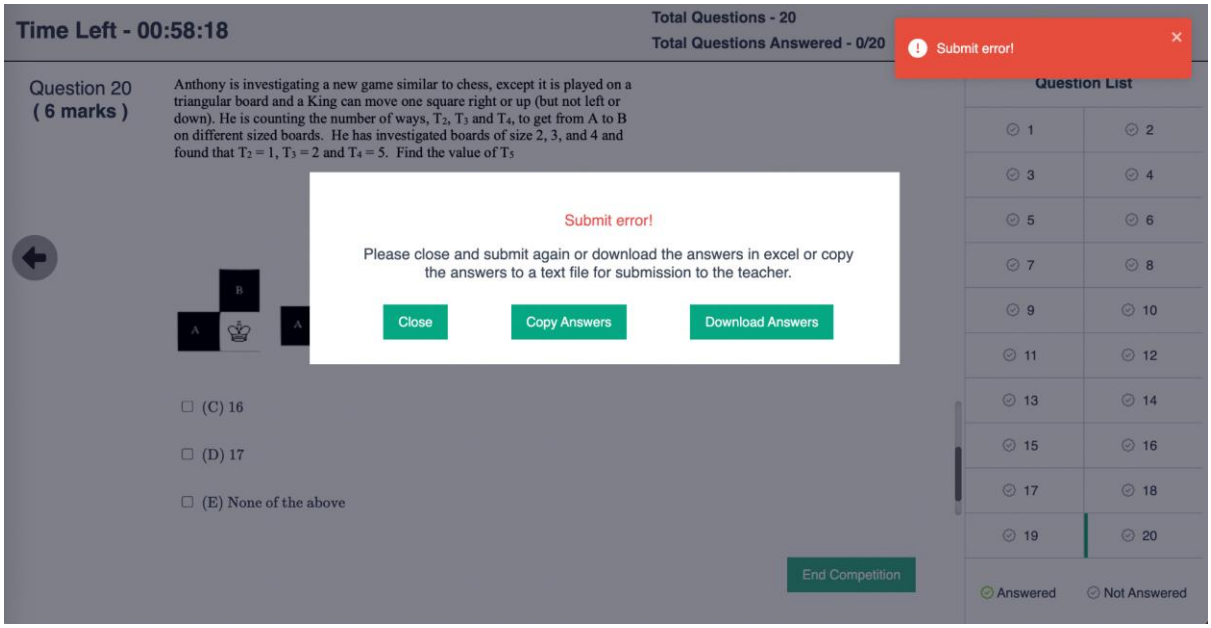

Figure 27: Submit Error Message

Option 1: Download Encrypted Excel File

If the student clicks the **"End Competition"** button while the internet connection is still not available, the student can download all answers in an **encrypted Excel file**.

Teachers should collect the encrypted Excel file from the student and send it to TOFFS Technical Assistance for further processing via the contact details below:

- **General Hotline:** (65) 6386 1260 (Ext 1)
- **Email:** soc@toffstech.com

Please note that this offline option will only appear if a student loses their internet connection. The encrypted Excel file is specifically designed to be readable only by the RMO online system. After receiving the file, TOFFS will upload the answers to the system on behalf of the student.

Option 2: Copy Answers (Encrypted Text)

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Students may select **“Copy Answers”** to copy their answers in an **encrypted text format**.

Teachers should paste this encrypted text into a text file or include it directly in an email and send it to **TOFFS Technical Assistance using the same contact details below**:

- **General Hotline:** (65) 6386 1260 (Ext 1)
- **Email:** soc@toffstech.com

This option can be used as an alternative when downloading the encrypted Excel file is not convenient.

Notes for Teachers

- Both offline options are only available when the student’s internet connection is interrupted.
- The encrypted Excel file and encrypted text **cannot be viewed or edited manually**.
- Teachers are responsible for sending the offline submission to TOFFS promptly to ensure the student’s answers are uploaded correctly.

Demo: https://www.youtube.com/watch?v=ooDCFUrwk94

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11. Auto-Reset During Trial Period

During the trial period, the system will automatically reset the competition at midnight each day. This allows students to re-start the competition daily for up to 12 continuous days, helping them become familiar with the system.

12. Hardware and Software Requirements

	Minimum	Recommended
Operating System	Windows 7, Mac OS X 10.15, iPadOS 14, 64-bit Ubuntu 18.04+, Debian 10+, openSUSE 15.2+, or Fedora Linux 32+, Chrome OS	Windows 10 or later, macOS 12 or later, iPadOS 15 or later, Ubuntu 20 or later
Device (Must be in landscape orientation)	Laptops/Desktops, iPads, or tablets with a minimum screen resolution of 1024px x 768px	Monitor with resolution 1920px x 1080px, iPad 7th Gen or later, iPad Pro 4th Gen or later, iPad Air 4th Gen or later, Galaxy S4 or later
Browser	Google Chrome 28, Microsoft Edge 109, Firefox 115	Google Chrome latest version, Microsoft Edge latest version, Firefox latest version
Internet Connection	Broadband connection with minimum 1 Mbps download speed	Broadband connection with 3 Mbps download speed or higher

Additional Device Requirement (for Offline Support):

- Your device must have **Microsoft Office installed and activated with a valid license**.
- This ensures that you can use the application for **offline support** during the competition.

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