



TEACHER'S

# USER GUIDE

RAFFLES INSTITUTION  
in collaboration with  
TOFFS Technologies Pte. Ltd.

RAFFLES INSTITUTION & TOFFS TECHNOLOGIES PTE. LTD.

# TEACHER'S

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# Table of Contents

<b>1. Registration for Teacher-in-Charge</b>	<b>4</b>
<b>2. Teacher's Login Page</b>	<b>7</b>
<b>3. Home Page (School Information)</b>	<b>8</b>
<b>4. Register By Batch</b>	<b>10</b>
<b>5. Register Single Student</b>	<b>14</b>
<b>6. Registered Students</b>	<b>15</b>
<b>7. Monitoring Students</b>	<b>17</b>
<b>8. Download Summary Report</b>	<b>19</b>
<b>9. Download Certificates</b>	<b>20</b>
<b>10. Offline Support</b>	<b>21</b>
<b>11. Auto-Reset During Trial Period</b>	<b>22</b>
<b>12. Hardware and Software Requirements</b>	<b>22</b>

# 1. Registration for Teacher-in-Charge

## Step 1: Accessing the RMO Website

1. Use the competition link: [rmo.ri.edu.sg](http://rmo.ri.edu.sg) to proceed to the login page.
2. Once you are in the RMO homepage, select "**Register Teacher**".

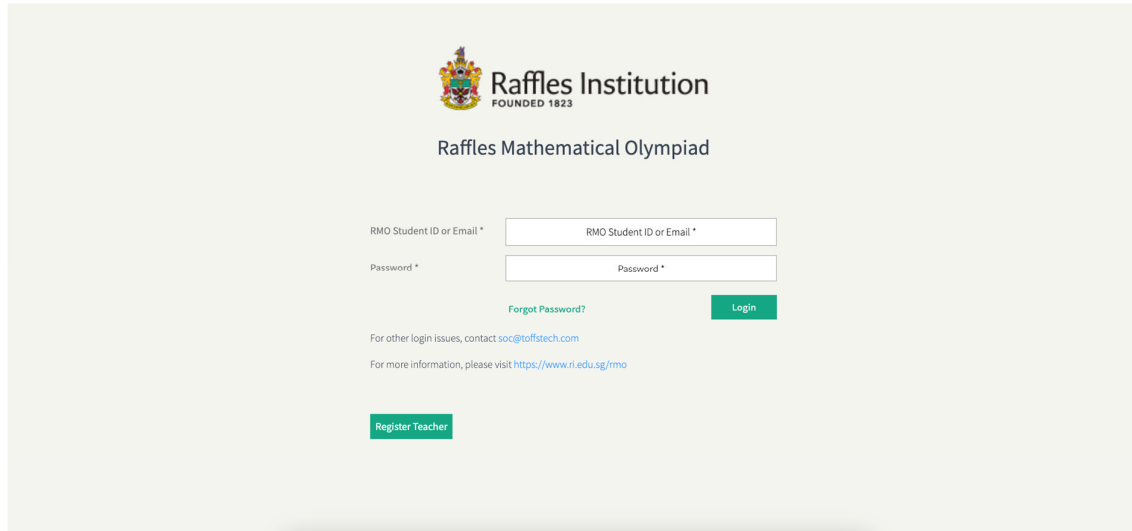


Figure 01: Login Page

## 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**".

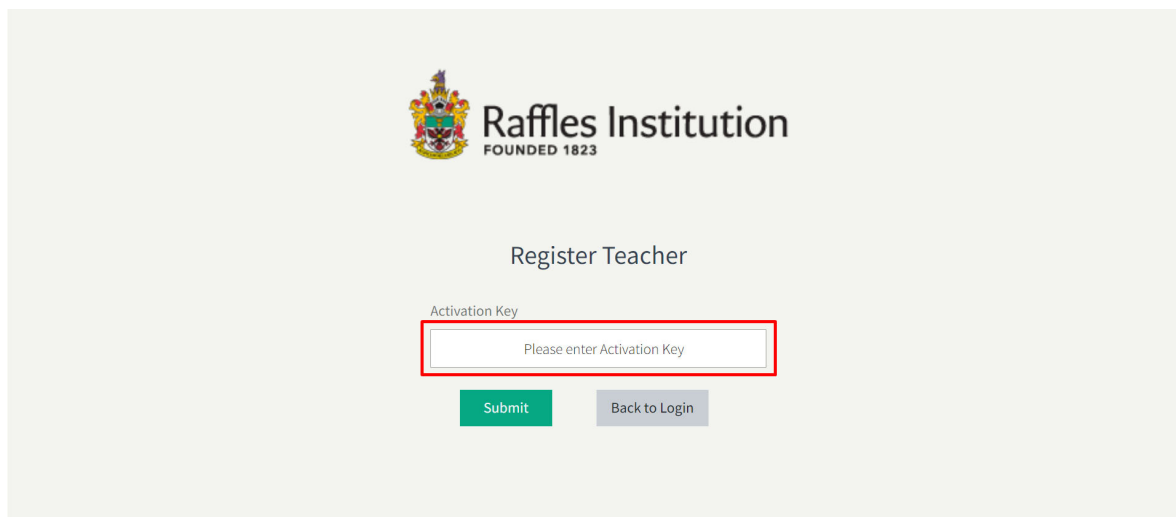


Figure 02: Register Teacher Page (1/2)

### Step 3: Register Teacher Page (2/2)

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

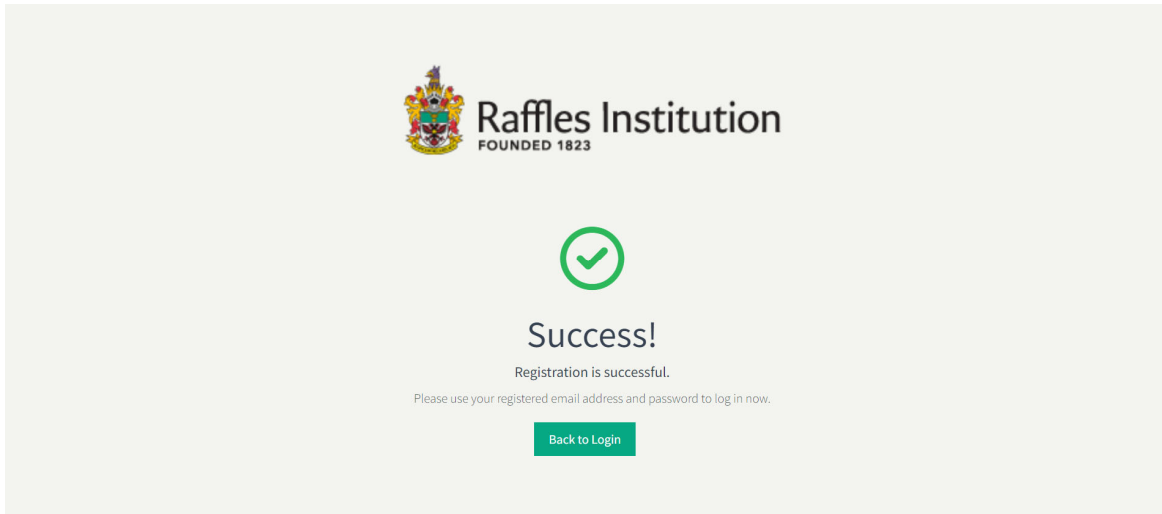
1. **School:** Use the drop-down menu and select your school from the list.
2. **Name:** Enter your full name.
3. **Email:** Enter a valid email address. This will be your login ID and used for all communications.
4. **Office No:** Enter your office telephone number.
5. **Password:** Create a secure 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.

The screenshot shows the 'Register Teacher' page for Raffles Institution. At the top center is the Raffles Institution logo, which includes a crest and the text 'Raffles Institution FOUNDED 1823'. Below the logo, the title 'Register Teacher' is centered. The form consists of several input fields: a dropdown menu for 'School', and text input fields for 'Teacher Name \*', 'Email \*', 'Office No \*', 'Password \*', and 'Confirm password \*'. Each text input field has a placeholder text: 'Teacher Name', 'Email', 'Office No', 'Password', and 'Please confirm password' respectively. At the bottom of the form, there are two buttons: a green 'Submit' button and a grey 'Back to Login' button.

Figure 03: Register Teacher Page (2/2)

#### Step 4: Confirmation

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

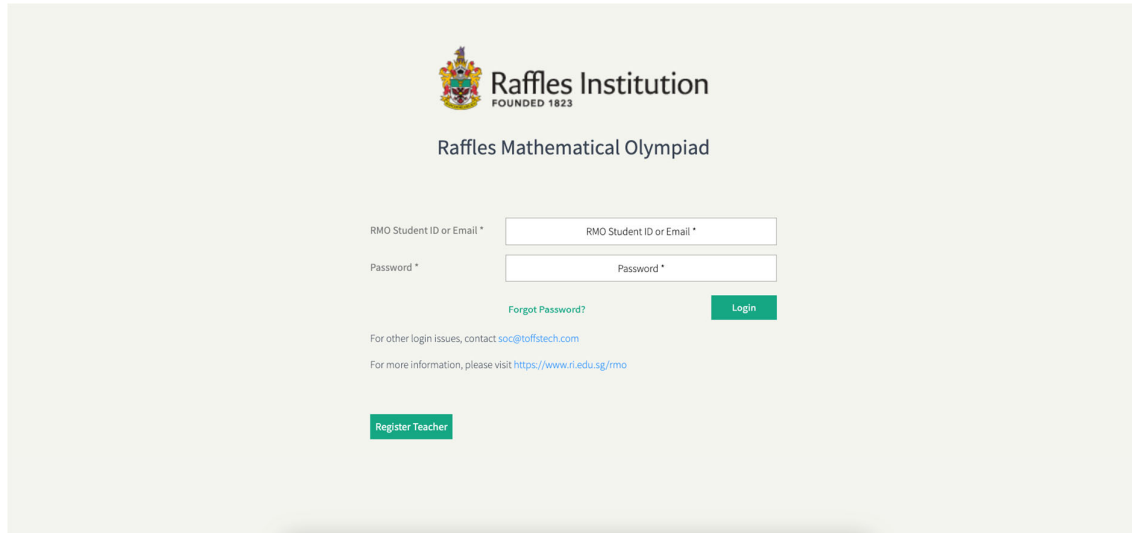


**Figure 04: Successful Registration**

Additionally, a confirmation email will be sent to you.

## 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.



The screenshot shows the login page for the Raffles Institution RMO. At the top center is the Raffles Institution logo, which includes a crest and the text "Raffles Institution FOUNDED 1823". Below the logo is the text "Raffles Mathematical Olympiad". The login form consists of two input fields: "RMO Student ID or Email \*" and "Password \*". To the right of the password field is a green "Login" button. Below the password field is a link for "Forgot Password?". At the bottom of the form is a green "Register Teacher" button. Below the form, there are two lines of text: "For other login issues, contact [soc@tofstech.com](mailto:soc@tofstech.com)" and "For more information, please visit <https://www.ri.edu.sg/rmo>".

Figure 05: Login Page

### 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.

The screenshot shows the 'Home Page' for a user named 'Teacher: Test TIC'. The page is divided into two main sections: 'School Information' and 'Competition Date'. The 'School Information' section contains a table of details:


School	Test School
School Code	9999
School Email	N/A
Principal	Test Principal
HOD Math	Test HOD Math
HOD Email	test+hodemail@toffstech.com
Teacher-in-charge	Rachel Test TIC
Email	test+rmo@toffstech.com
Contact	0987654321
Preferred Payment Method	Vendors@gov

The 'Competition Date' section displays:

**Raffles Mathematical Olympiad (RMO) Round 1** | Thursday, 10 April 2025 8:00 am to 6:00 pm (1 hour)  
 Enquiries hotline on day of competition: (65) 6386 1260 (Ext 501), TOFFS - Support

The page includes a sidebar with navigation options: School Information, Registration, Competition, and Result. The Raffles Institution logo is visible in the bottom left corner, and the footer contains the copyright notice: © 2025 Raffles Mathematical Olympiad (RMO), All Rights Reserved.

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 (  ).

The screenshot shows the 'Edit School Information' page. The 'School Information' section contains a table of details with input fields for editing:

School	Test School
School Code	9999
School Email	test-school@email@toffstech.com
Principal	<input type="text" value="TOFFS ADMIN SINGAPORE"/>
HOD Math	<input type="text" value="TEST HOD MATH"/>
HOD Email	<input type="text" value="test+hodemail@toffstech.com"/>
Teacher-in-charge *	<input type="text" value="Test TIC"/>
Email	<input type="text" value=""/>
Contact *	<input type="text" value="0987654321"/>
Preferred Payment Method *	<input type="text" value="Vendors@gov"/>

The 'Competition Date' section is partially visible at the bottom. The page includes a sidebar with navigation options: School Information, Registration, Competition, and Result. The Raffles Institution logo is visible in the bottom left corner, and the footer contains the copyright notice: © 2025 Raffles Mathematical Olympiad (RMO), All Rights Reserved.

Figure 07: Edit School Information Page



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

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 the billing process.

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

## 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.

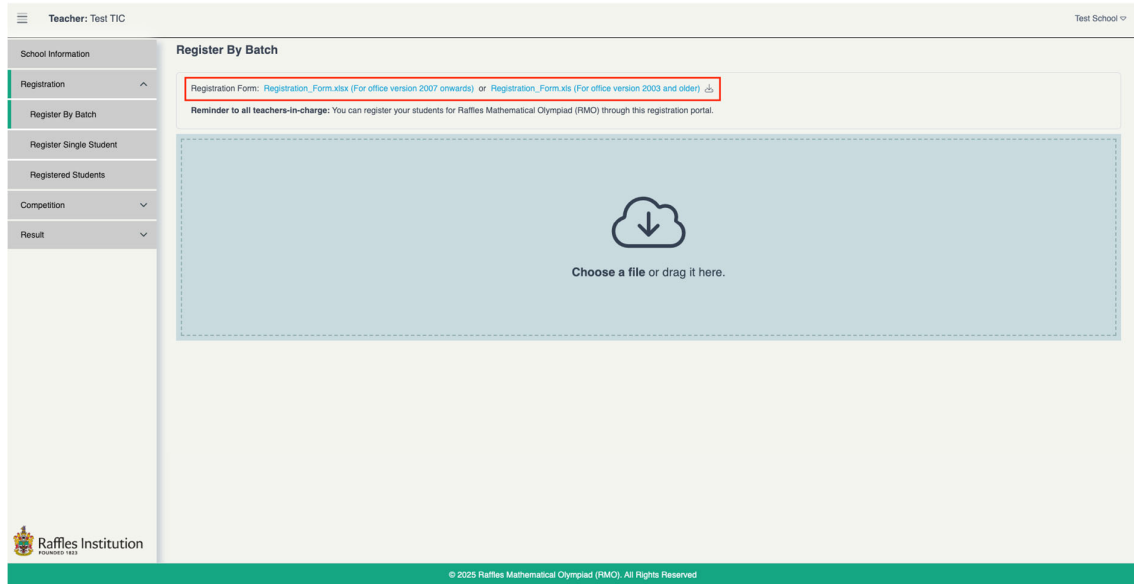


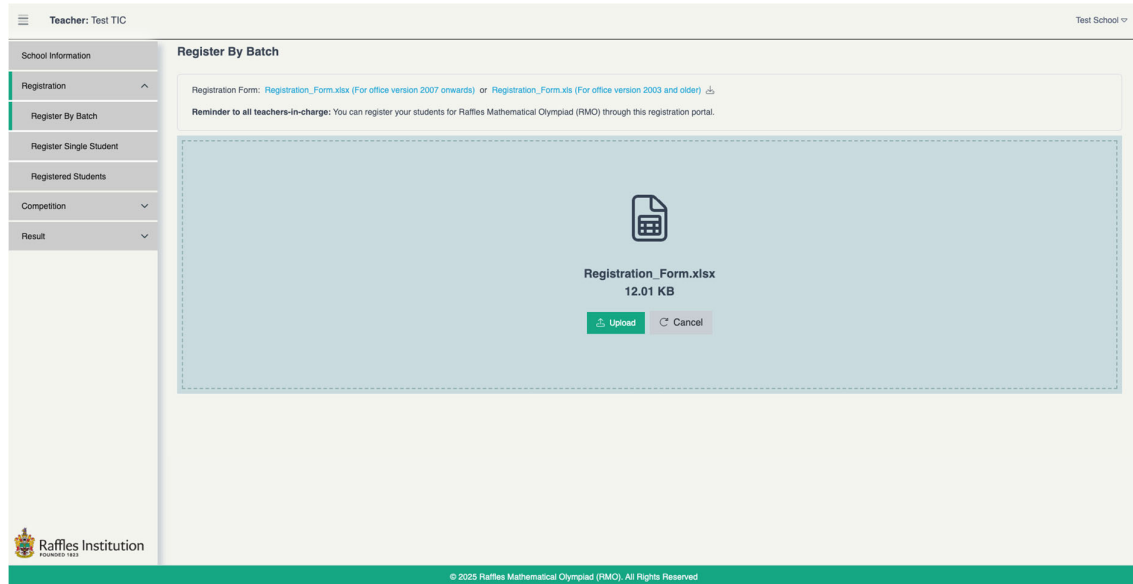
Figure 08: Click on the link to download the registration form

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

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

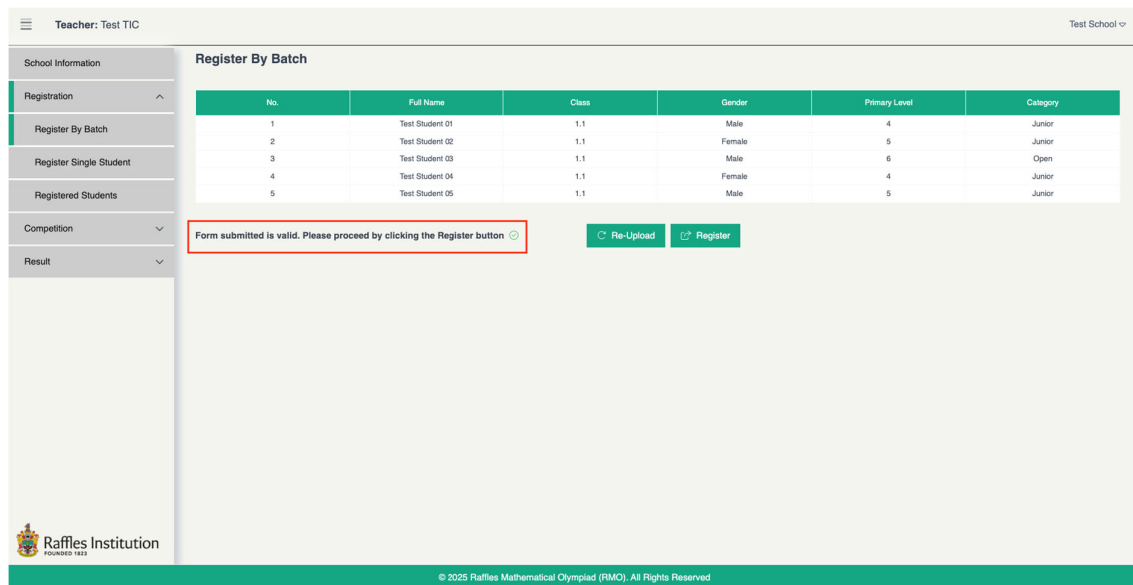
Figure 09: Example of the registration form for upload

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 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.

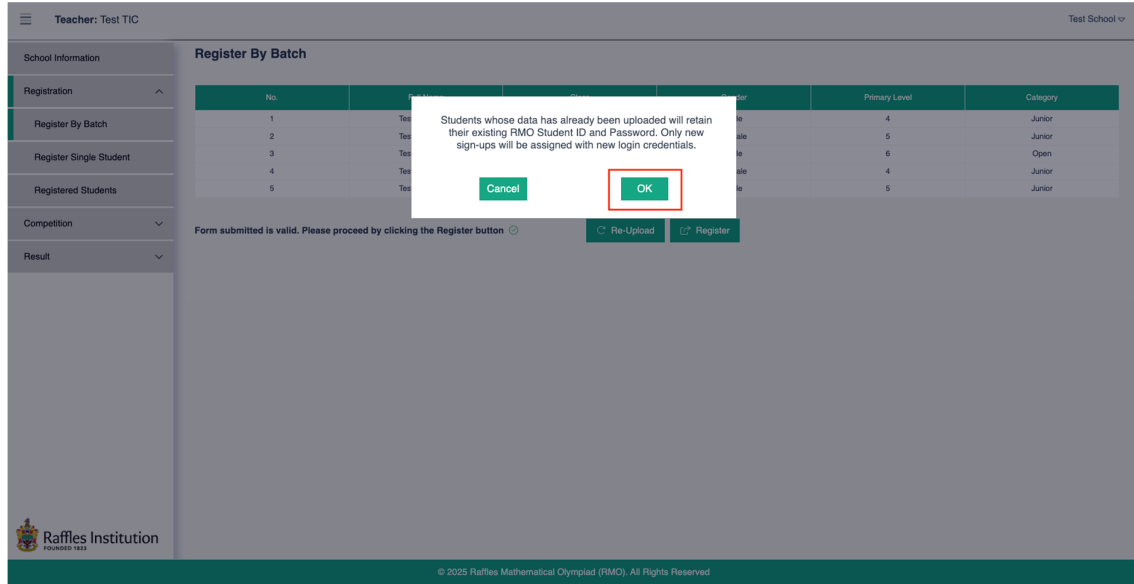


Figure 12: Confirm Popup

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

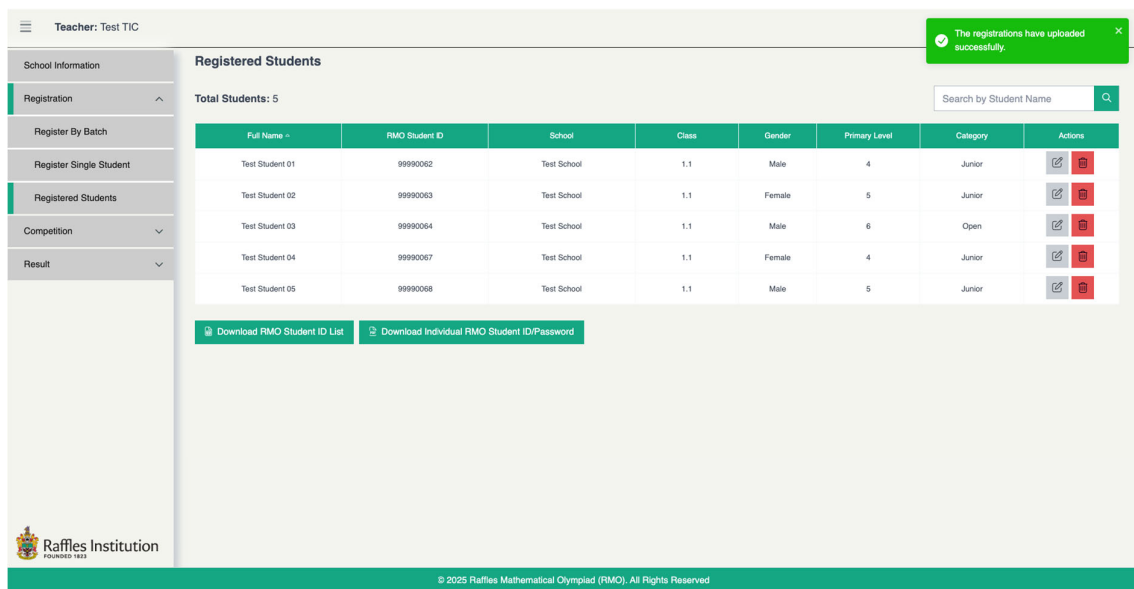


Figure 13: Register by Batch (Upload successfully)

**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 Table**” button will appear and you cannot proceed.

Teacher: Test TIC Test School ▾

School Information **Register By Batch**

No.	Full Name	Class	Gender	Primary Level	Category
1	Test Student 01	1.1	Male	5	Open
2	Test Student 02		Female	5	Junior
3	Test Student 03	1.1		6	
4	Test Student 04	1.1	Female	3	
5		1.1	Male	5	Junior

Form submitted is invalid. [Show Error Table](#) [Re-Upload](#)

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**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**”.

Teacher: Test TIC Test School ▾

School Information **Error List Register** [Back](#)

The red line indicates a formatting error or invalid data.  
The ▲ symbol signifies missing data.

No.	Full Name	Class	Gender	Primary Level	Category
1	Test Student 01	1.1	M	5	Open
3	Test Student 03	1.1		6	
4	Test Student 04	1.1	F	3	
5		1.1	M		Junior

Please select from 4, 5, or 6

Form submitted is invalid. [Re-Upload](#)

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**Figure 15: Error List Register**

## 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.

The screenshot shows the 'Register Single Student' interface. On the left is a navigation menu with options: Registration, Register By Batch, Register Single Student (highlighted), Registered Students, Competition, and Result. The main area contains a form with the following fields:

- Name of Student: Text input with value 'Test Register Single Student'
- Class: Text input with value 'Optional'
- Gender: Dropdown menu with value 'Female'
- Primary Level: Dropdown menu with value '5'
- Category: Dropdown menu with value 'Junior'

A green 'Register' button is located at the bottom right of the form. The footer includes the Raffles Institution logo and the text '© 2025 Raffles Mathematical Olympiad (RMO). All Rights Reserved'.

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.

The screenshot shows the 'Registered Students' interface. A green notification box in the top right corner states: "The student has been registered successfully." Below this, the 'Registered Students' section shows a table with the following data:

Full Name	RMO Student ID	School	Class	Gender	Primary Level	Category	Actions
Test Register Single Student	99990070	Test School	Optional	Female	4	Junior	[Edit] [Delete]
Test Student 01	99990062	Test School	1.1	Male	4	Junior	[Edit] [Delete]
Test Student 02	99990063	Test School	1.1	Female	5	Junior	[Edit] [Delete]
Test Student 03	99990064	Test School	1.1	Male	6	Open	[Edit] [Delete]
Test Student 04	99990067	Test School	1.1	Female	4	Junior	[Edit] [Delete]
Test Student 05	99990068	Test School	1.1	Male	5	Junior	[Edit] [Delete]

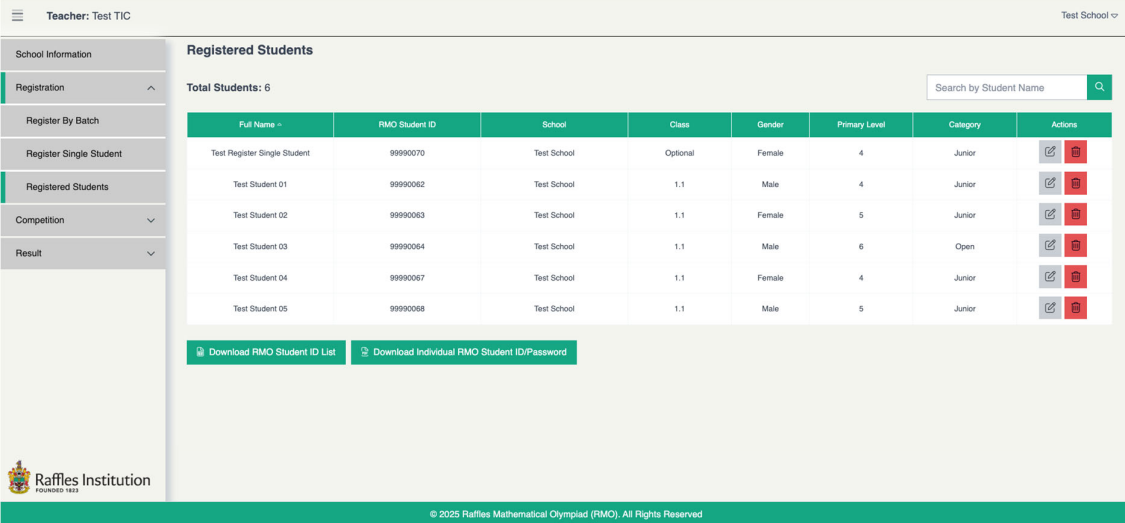
Below the table are two buttons: "Download RMO Student ID List" and "Download Individual RMO Student ID/Password". The footer includes the Raffles Institution logo and the text '© 2025 Raffles Mathematical Olympiad (RMO). All Rights Reserved'.

Figure 17: Register a single student successfully

## 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**”.



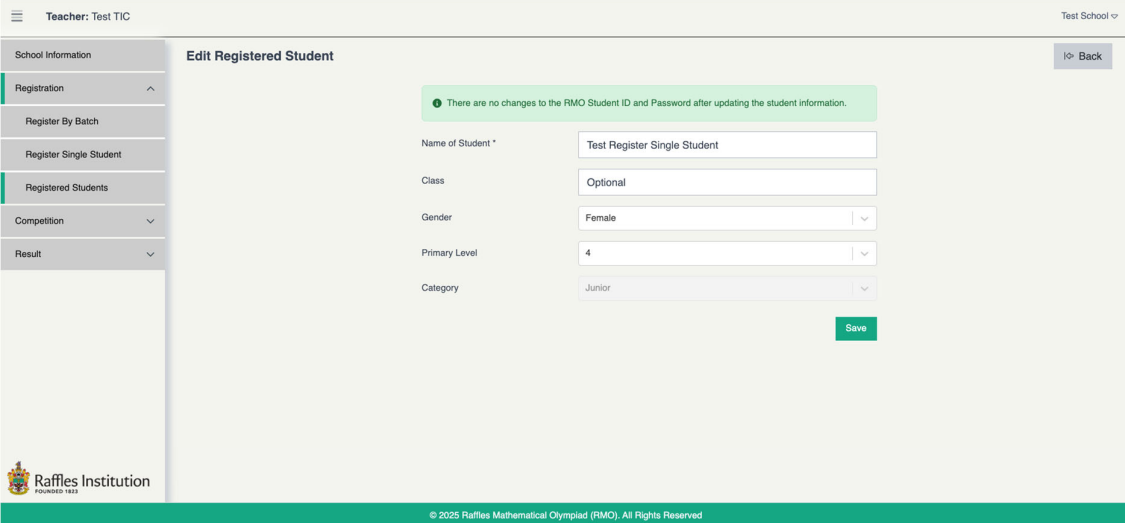
The screenshot displays the 'Registered Students' page. On the left is a navigation menu with options like 'Registration', 'Register By Batch', 'Registered Students', 'Competition', and 'Result'. The main content area shows a table of 6 students. Below the table are two download buttons: 'Download RMO Student ID List' and 'Download Individual RMO Student ID/Password'. A search bar is located at the top right of the table area.

Full Name	RMO Student ID	School	Class	Gender	Primary Level	Category	Actions
Test Register Single Student	99990070	Test School	Optional	Female	4	Junior	[Edit] [Delete]
Test Student 01	99990062	Test School	1.1	Male	4	Junior	[Edit] [Delete]
Test Student 02	99990063	Test School	1.1	Female	5	Junior	[Edit] [Delete]
Test Student 03	99990064	Test School	1.1	Male	6	Open	[Edit] [Delete]
Test Student 04	99990067	Test School	1.1	Female	4	Junior	[Edit] [Delete]
Test Student 05	99990068	Test School	1.1	Male	5	Junior	[Edit] [Delete]

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.



The screenshot displays the 'Edit Registered Student' page. It features a form with the following fields: 'Name of Student \*' (Text Register Single Student), 'Class' (Optional), 'Gender' (Female), 'Primary Level' (4), and 'Category' (Junior). A green message at the top states: 'There are no changes to the RMO Student ID and Password after updating the student information.' A 'Save' button is located at the bottom right of the form.

Figure 19: Edit Registered Student

**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 Mathematical Olympiad

Date of Competition: 10 April 2025

Duration of Competition: 1 hour

Class	Full Name	RMO Student ID	Password
1.1	Test Student 01	[REDACTED]	[REDACTED]

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



## 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.

The screenshot shows the 'Monitoring Students' interface. At the top, it indicates 'Teacher: Test TIC' and 'Test School'. Below this, there are summary statistics: 'Total Students: 6', 'Total Students Start Competition: 2', and 'Total Students End Competition: 1'. A search bar is available for 'Search by Student Name'. The main table has the following data:

Full Name	School	Class	RMO Student ID	IP Address	Attendance	Status
Test Register Single Student	Test School	Optional	99990070		PRESENT	
Test Student 01	Test School	1.1	99990062	118.71.175.107	PRESENT	Login
Test Student 02	Test School	1.1	99990063	118.71.175.107	PRESENT	Start Competition
Test Student 03	Test School	1.1	99990064	118.71.175.107	PRESENT	End Competition
Test Student 04	Test School	1.1	99990067	42.119.88.178	ABSENT	Start Competition
Test Student 05	Test School	1.1	99990068		ABSENT	

The footer of the page includes the Raffles Institution logo and the text: '© 2025 Raffles Mathematical Olympiad (RMO). All Rights Reserved'.

**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.

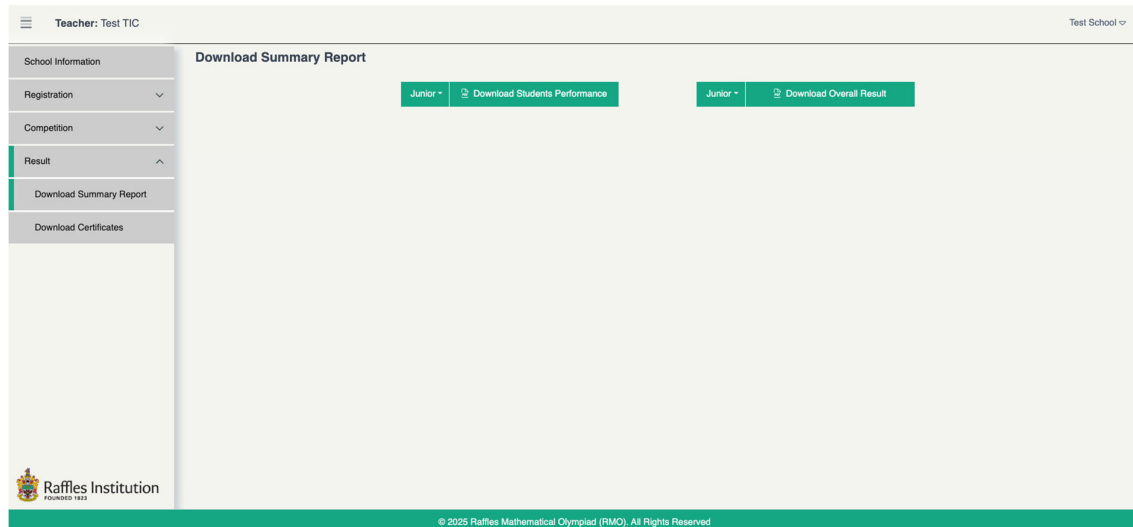
- If a student's IP address indicates they are outside the school, the teacher should review this and consider marking the student's Attendance as "Absent" if necessary.

**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.**

## 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).

## 9. Download Certificates

The “**Download Certificates**” page allows to download certificates for students who have successfully completed the competition. To access this functionality, navigate to **Result > Download Certificate** from the menu.

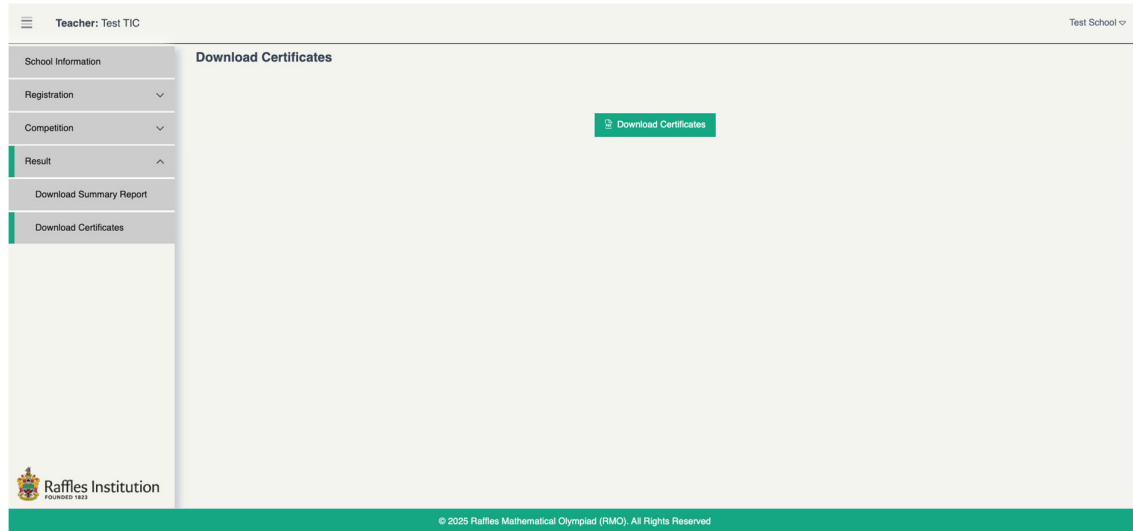



Figure 23: Download Students' Certificates

If there is no student participation for the year, the download button will blur out like this  with the message “E-certificate is available after the student finishes the competition”.

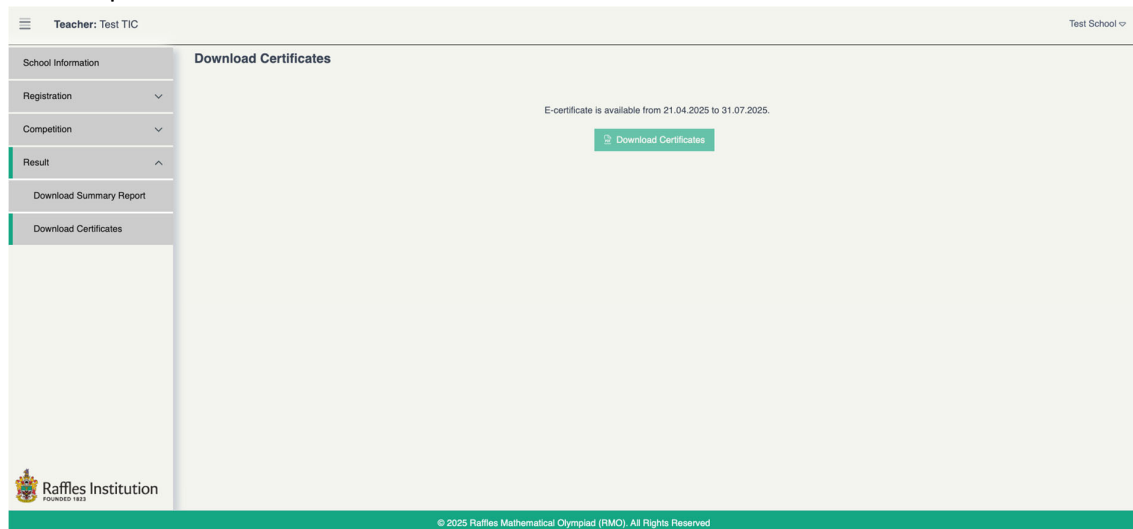


Figure 24: Inactive Students' Certificates

## 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 connection is still not available, the student has the option to download all student's work along with an encrypted Excel file.

Upon downloading the encrypted Excel file, teachers should collect this file from the student and promptly send it to the technical assistance team at TOFFS for further processing. You can contact TOFFS Technical Assistance at:

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

Please note that this offline mode will only appear as an option if a student loses their internet connection. The encrypted Excel file is specifically designed to be readable only by the RMO online system. After downloading the file, teachers are responsible for sending it to TOFFS, who will then upload it to the system on behalf of the student.

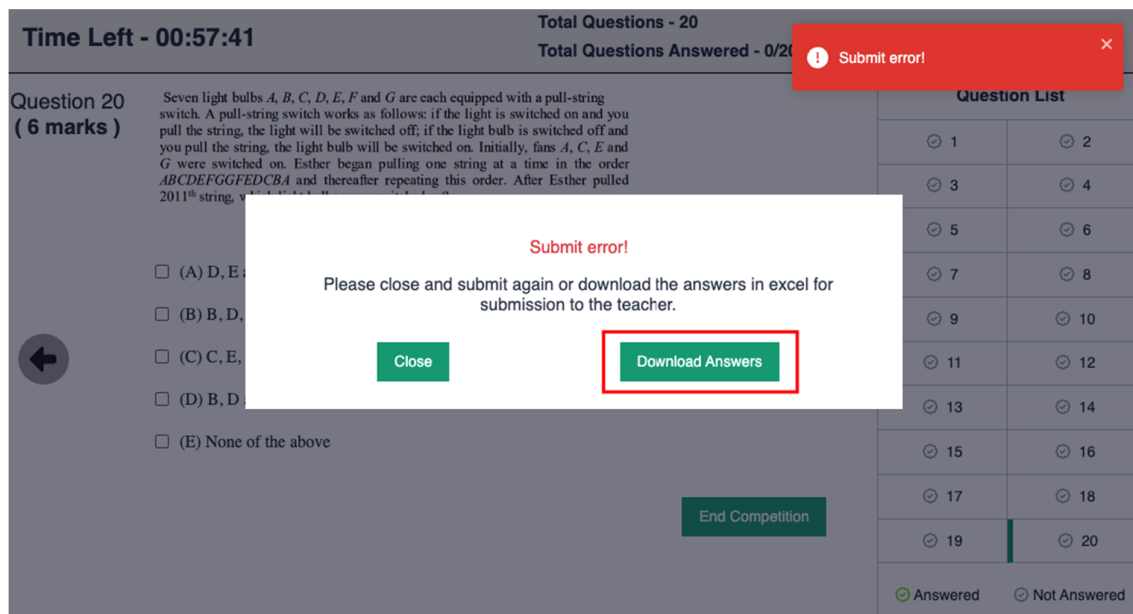


Figure 25: Submit Error Message

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

## 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
<b>Operating System</b>	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
<b>Device (Must be in landscape orientation)</b>	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
<b>Browser</b>	Google Chrome 28, Microsoft Edge 109, Firefox 115	Google Chrome latest version, Microsoft Edge latest version, Firefox latest version
<b>Internet Connection</b>	Broadband connection with minimum 1 Mbps download speed	Broadband connection with 3 Mbps download speed or higher