

# User Guide

JAE Appeal

**Anderson Serangoon Junior College**





# Preparation work prior to Appeal

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Please have the following documents (where applicable) ready in pdf form before you enter the appeal portal to ensure a smooth appeal process

- JAE Form A
- Academic results from Sec 1 to Sec 4
- GCE 'O' Level Examination results slips
- School Testimonials
- All other supporting documents e.g. CCA Achievement/CIP records/scholarship (if applicable)
- Portfolio of achievements/awards and evidence of special talent (if applicable)



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# Important Notes

- **The deadline for submission of appeals is at 9 a.m. on 8 February 2023.**
- Students need to meet the cut-off point for the respective stream for us to consider the appeal.
- Please note that **only** shortlisted applicants will be contacted for an interview. The interview may be conducted on the **same day** that the applicant is informed of being shortlisted. All interviews will be conducted in College.



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# Appeal Portal



**ASRJC PORTAL**

Welcome to  
Online JAE Appeal Application

Your email:

Enter email again to confirm:

Your date of birth in dd/mm/yyyy format:

[Report Vulnerability](#)



<https://portal.asrjc.edu.sg/0/appeal.html>



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Welcome to  
Online JAE Appeal Application

Your email:

Enter email again to confirm:

Your date of birth in dd/mm/yyyy format:

Proceed

[Report Vulnerability](#)

# Login Details

**1. Login:** Use your email which we will use to contact you if necessary

**2. Date of Birth:** please enter your accurate date of birth

You can use these details to log in again if you did not manage to complete your submission in a single session. You should not create multiple entries by using different emails. After 1<sup>st</sup> login, an email will be sent to you showing your login details. You need to do an authentication before you can log in again.



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# You need to complete 6 modules before you can submit your appeal

☑ Online JAE Appeal Application

**i** 1 2 3 4 5 6 ✓

Instructions Personal Particulars Academic Profile Co-Curricular Profile Application Info Subjects to Offer Family & Contacts Submit

### Welcome to Online JAE Appeal Application

Dear applicants

Please complete all sections as soon as possible. The deadline for submission of appeals is at 9 a.m. on 8 February 2023.

Please note that only shortlisted applicants will be contacted for an interview. The interview may be conducted on the **same day** that the applicant is informed of being shortlisted. All interviews will be conducted in College.

Regards,  
Ms Corrine Zhu  
JC1 Dean

⌚ Estimated Time Required: 20-30 minutes to complete all steps

**Start ▶**

**Step 1: Click “Start” to begin.**



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# Mod 1: Personal Particulars



## My Contact Numbers & Address

Personal Email \*

in 0 to 200 words

Please ensure your email is valid. A one-time PIN will be sent to this email for subsequent logon. You must enter this one-time PIN to be able to access this application system again.

Hand Phone \*

+65

Home Phone \*

+65

Block \*

in 0 to 200 words 0 / 8

Street \*

in 0 to 200 words

Unit

in 0 to 200 words

Postal Code \*

in 0 to 200 words

Overseas Address

in 0 to 200 words

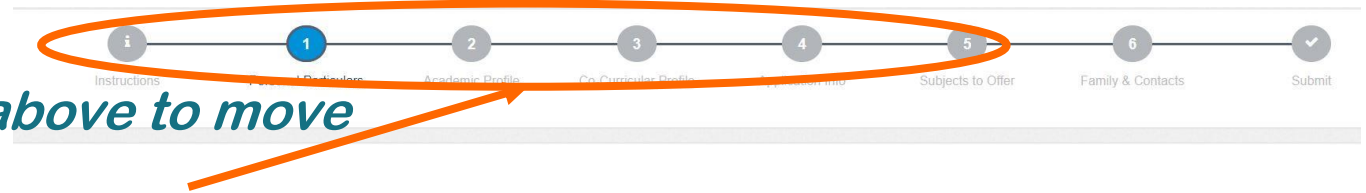
**Step 2:** Enter your personal particulars. Do ensure handphone and personal emails are accurate as we will use it to contact you, if necessary.



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# Mod 1: Personal Particulars

*You can always click on the buttons above to move between the different modules.*



## My Previous Schools

Primary School \*

Unknown/NA

PSLE T-Score

0

Secondary School \*

Unknown/NA

 Save changes & proceed to next step

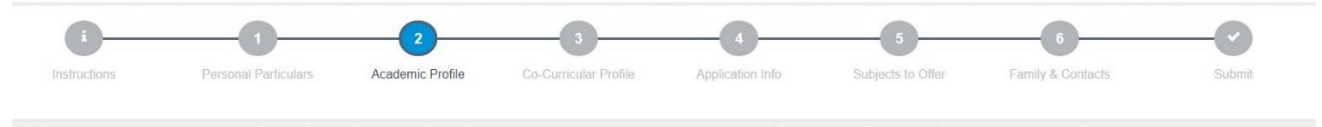
**Step 3: After completing the details, click “Save Changes & proceed to next step”.**





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# Mod 2: Academic Profile



⚠ Please include ALL subjects and grades and ensure they are accurate. You will be required to upload a photocopy of the examination result slips.

## My O-Level Exam Results

Subject	Grade
No data available in table	

[+ Add New O-Level Result](#)

## Other Academic Info in Secondary School

Stream in Sec School \*  Express  Normal (Academic)  Normal (Technical)  Integrated Programme

Academic Awards

## JAE Info

L1R5 (Without Bonus) \*

Year of O-Level Exam \*

CCA Bonus Points \*

Mother Tongue Bonus Points \*

Stream Appealing Into \*  Science  Arts

[✓ Save changes & proceed to next step](#)

**Step 4: Update your Academic profile and click “Save Changes & proceed to next step”. Take note that you will need to upload the supporting documents later.**



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# Mod 3: Co-curricular profile



My CCA Achievements / Participations in Secondary School:

Year	CCA	Highest Appointment	Additional Info
No data available in table			
<a href="#">+ Add New Past CCA Record</a>			

My VIA Achievements / Participations in Secondary School:

Year	Organisation	Activity	Role/Achievement
No data available in table			
<a href="#">+ Add New Past VIA Record</a>			

Personal Achievements

Musical Instrument & Other Talents  
Example: Grade 6 in Piano, Taekwondo black belt, golf. Enter NA if not applicable. IMPORTANT: For applicants applying through performing arts DSA programme, it is compulsory to indicate the musical instrument.

Hobbies / Areas of Interest  
Please tell us about some of your hobbies or areas of interest (e.g. volunteer work) in not more than 100 words.

[✔ Save changes & proceed to next step](#)

**Step 5:** Update your Co-curricular profile and click “**Save Changes & proceed to next step**”. Take note that you will need to upload the supporting documents later. For team sports CCA, please indicate clearly your playing position in the team under “Additional info”



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# Mod 4: Application info



Choice of Our College during JAE

I did not select ASRJC during JAE

JAE Posted College/Institution & Course

College/Institution \* Unknown/NA

Course \* in 0 to 200 words

Were you posted to the above College/Institution through DSA? \*  Yes  No

Were you posted to the above College/Institution as an ASEAN scholar? \*  Yes  No

JAE 1st-Choice College/Institution & Course

College/Institution Unknown/NA

Course in 0 to 200 words

JAE 2nd-Choice College/Institution & Course

College/Institution Unknown/NA

Course in 0 to 200 words

Other Colleges Appealed To in JAE

**Step 6:** Update your details such as your JAE choices and whether you are appealing to other colleges as well.



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# Mod 4: Application info



## Other Info

Appeal Through \*

Academic

Tamil LEP

Personal Statement \*

Please tell us more about yourself (eg your aspirations) and why you would like to study at our college in not more than 100 words.

Please tell us more about yourself (eg your aspirations) and why you would like to study at our college in not more than 100 words.

**Step 7:** Choose the channel by which you would like to appeal through (e.g. Academic or TLEP or listed CCAs).



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# Mod 4: Application info



## Upload Supporting Documents

Please upload the following supporting documents (in PDF or JPG formats).

- JAE Form A
- Academic results from Sec 1 to Sec 4
- GCE 'O' Level Examination results slip
- School testimonials
- All other supporting documents e.g. CCA Achievement/CIP records/scholarship (if any) etc
- Portfolio of achievements/awards and evidence of special talent (if applicable)

Upload

Download Selected

Delete Selected

Save changes & proceed to next step

**Step 8:** Upload your supporting documents as listed. In the event that you don't have all the documents ready, you can come back to this module again by clicking the buttons on top or logging in again. After that, click **“Save Changes & proceed to next step”**.



# Mod 5: Subjects to Offer



## ☰ My First Choice of Subject Combinations

Subject Combination Group

Filter subject combinations by selecting a subject combination group here... ✕ ▾

Subject Combination \*

## ☰ My Second Choice of Subject Combinations

Subject Combination Group

Filter subject combinations by selecting a subject combination group here... ✕ ▾

Subject Combination \*

## ☰ My Third Choice of Subject Combinations

The following available choices exclude combinations where you do not meet the recommended pre-requisites.

Subject Combination Group

Filter subject combinations by selecting a subject combination group here... ✕ ▾

Subject Combination \*

**Step 9:** You have a total of 3 choices for subject combinations. All 3 choices must be different. You will NOT be able to submit 3 identical choices.



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# Mod 5: Subjects to Offer



☰ My First Choice of Subject Combinations

The screenshot shows a form for selecting subject combinations. The 'Subject Combination Group' dropdown menu is highlighted with an orange circle. An orange arrow points from the bottom of the circle to the text in the instruction below. The dropdown menu is open, showing a search bar and a list of options: 'Filter subject combinations by selecting a subject combination group here...', 'MCB', 'MCE', and 'MCU'. The 'Subject Combination \*' field is empty.

**Step 10:** Choose the Subject Combination Group first, which will be the 3 H2 subjects/4H2 subjects that you will be taking. You can check out the list of subject combination codes [here](#).



# Mod 5: Subjects to Offer



☰ My First Choice of Subject Combinations

Subject Combination Group MCB

Subject Combination \*

☰ My Second Choice of Subject Co

Subject Combination Group

Subject Combination \*

☰ My Third Choice of Subject Combinations

MCB/E (H1\_ECO H2\_CHE H2\_BIO H2\_MAT): H1 ECONOMICS, H2 BIOLOGY, H2 CHEMISTRY, H2 MATHEMATICS

MCB/G (H1\_GEO H2\_CHE H2\_BIO H2\_MAT): H1 GEOGRAPHY, H2 BIOLOGY, H2 CHEMISTRY, H2 MATHEMATICS

MCB/H (H1\_HIS H2\_CHE H2\_BIO H2\_MAT): H1 HISTORY, H2 BIOLOGY, H2 CHEMISTRY, H2 MATHEMATICS

MCB/L (H1\_LI H2\_CHE H2\_BIO H2\_MAT): H1 LITERATURE IN ENGLISH, H2 BIOLOGY, H2 CHEMISTRY, H2 MATHEMATICS

MCB/S (H1\_GSC H2\_CHE H2\_BIO H2\_MAT): H1 GENERAL STUDIES IN CHINESE, H2 BIOLOGY, H2 CHEMISTRY, H2 MATHEMATICS

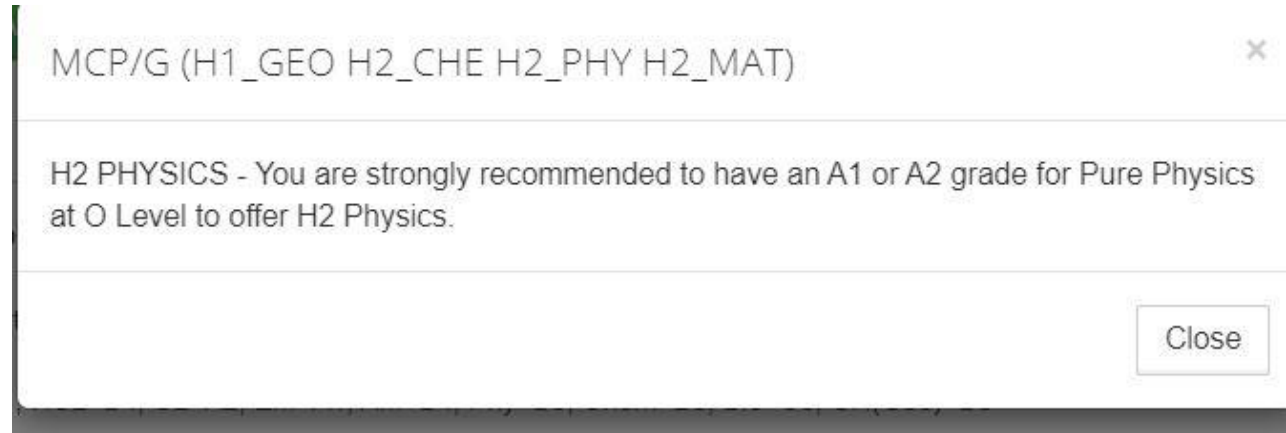
**Step 11:** Choose the Subject Combination which is based on the Subject Combination Group with addition of the H1 content subject. Subjects such as H1 Project Work and H1 General Paper will be auto-included.





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# Mod 5: Subjects to Offer



Our instructional programmes for some of the subjects/subject combinations assume good knowledge of some of the relevant O-Level subjects.

Hence, if your O-level results indicate a possible gap in knowledge, an advisory pop-up like the one shown above will be shown.

You will still be able to choose those subjects/subject combinations though.



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# Mod 5: Subjects to Offer



## ☰ My Third Choice of Subject Combinations

The following available choices exclude combinations where you do not meet the recommended pre-requisites.

Subject Combination Group

Filter subject combinations by selecting a subject combination group here...



Subject Combination \*



The Third choice for subject combinations will have some restrictions as compared to 1<sup>st</sup> and 2<sup>nd</sup> choice.

For the third choice, you will only be able to choose subject combinations that you have fulfilled all the subject recommendations for the subjects and subject combinations.



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# Mod 5: Subjects to Offer



Subject / Combination	Level	Remarks
Further Mathematics	H2	H2 Further Mathematics will be offered with H2 Mathematics as a double mathematics course. Students are required to sit for a selection test.
Art	H2	Students are required to sit for a selection test

- H2 Further Mathematics and H2 Art require you to sit for a selection test and hence you will not be able to see any subject combinations with H2 FM and H2 Art.
- You can submit your preferred subject combination with H2 FM and H2 Art when you sit for the selection test.
- If you did not clear the selection test, you will get one of your 3 choices selected in ASRJC Portal.



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# Mod 5: Subjects to Offer



## My Mother Tongue Language at O Level

O-Level MT Subject Chinese Language 'B' Syllabus

O-Level MT Grade P

## My Choice of Mother Tongue Language

Mother Tongue Choice

✓ Save changes

**Step 12:** Based on your O Level MT results, please pick the H1 MTL that you will be taking. Those who passed Higher MTL need not choose a H1 MTL. Those who took MT B at O levels will be able to continue to chose MT B. Then, click **“Save Changes”**.



# Mod 6: Family & Contacts



**Guardian** Applicable only if guardian is not father/mother

Click/Tap to select "NA" if this section is not applicable:

Please do not leave any required fields (marked with asterisks \*) blank. If information is not applicable or not available, please enter "NA".

Name *	<input type="text" value="in 0 to 200 words"/>	Title *	<input type="text" value="Select an Option"/>
Home Phone *	<input type="text" value="(nil)"/> <input checked="" type="checkbox"/> same as mine	Hand Phone *	+65 <input type="text" value="Enter NA if not available"/>
Other Phone Number(s)	<input type="text" value="in 0 to 200 words"/>		
Email *	<input type="text" value="in 0 to 200 words"/>		

**Step 13:** Update your family contacts. Then, click **“Save Changes & Proceed to next step”**.



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# Mod 7: Submit

Instructions 1 Personal Particulars 2 Academic Profile 3 Co-Curricular Profile 4 Application Info 5 Subjects to Offer 6 Family & Contacts Submit

### Submit Application

JURONG PIONEER JUNIOR COLLEGE, TEMASEK JUNIOR COLLEGE, YISHUN INNOVA JUNIOR COLLEGE

Other Info

Stream Appealing Info Science

Personal Statement Because I am handsome.  
Please tell us more about yourself (eg your aspirations) and why you would like to study at our college in not more than 100 words.

Uploaded Supporting Documents

I certify that the information provided on this application is true and complete to my best knowledge, and understand that **any false or incompleteness could render this application invalid**. I understand the decision made by the college is final.

[✔ Submit My Application Now](#)

**Step 14:** Check the box to confirm all submitted information are accurate and click **“Submit my application now”** to complete the submission.



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# Mod 7: Submit



I certify that the information provided on this application is true and complete to my best knowledge, and understand that **any false or incompleteness could render this application invalid**. I understand the decision made by the College is final.

[S07] Please add at least one past CCA achievement/participation record.

If there are missing information, system will prompt you to go back to earlier modules to complete them.



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# Mod 7: Submit



Welcome to Online JAE Appeal Application  
Thank you for your submission.  
We have received your application.  
We will contact you should you be selected for consideration.

[Print Application Form](#)

[Upload New Supporting Documents](#)

You can click Upload button below to upload new supporting documents (in pdf or image formats).

- JAE Form A
- Academic results from Sec 1 to Sec 4
- GCE 'O' Level Examination results slip
- School testimonials
- All other supporting documents e.g. CCA Achievement/GIP records/scholarship (if any) etc
- Portfolio of achievements/awards and evidence of special talent (if applicable)

[Upload](#) [Download Selected](#) [Delete Selected](#)

**Step 15:** Once you have completed the submission, you can click “**Print Application Form**” to keep a copy of your submission. You can still upload documents if you have not completed uploading them in earlier steps.





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# Mod 7: Submit



**Step 16:** You can then “Log Out” of the system. You can log in again using your initial login credentials (email/handphone no. and birth date to update your submission. The latest submission will be the one used for assessing your appeal.



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# Deadline

Appeal Period

**Starts: 2 Feb 2023 (Thur) 0900 hrs**

**End: 8 Feb 2023 (Wed) 0900 hrs**



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# FAQ

- 1) Why I can't choose subject combination with H2 FM and H2 Art?
  - You will need to take selection test for H2 FM and H2 Art. So, please choose other available combination first. But, include in your personal statement your desire to sign up for either of these subjects.



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# FAQ

- 2) I keyed in some of the particulars wrongly, what should I do?
- You can help yourself by logging in again to make changes.

A screenshot of the ASRJC PORTAL Online JAE Appeal Application form. The form includes the following fields:

- ASRJC PORTAL logo
- Welcome to Online JAE Appeal Application
- Your email:
- Enter email again to confirm:
- Your date of birth in dd/mm/yyyy format:
- Proceed button
- Report Vulnerability link



<https://portal.asrjc.edu.sg/0/appeal.html>



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# FAQ

## 3) What if I encounter technical issues, such as unable to log in e.t.c.?

- Fill up this google form: <https://forms.gle/wpDSbDcJY9uH5tCv8> to report your technical issue
- In your report, indicate the problem clearly, with screenshots, where applicable the exact page or screen that you encountered the difficulty.
- State your full name, as per your NRIC, your contact number and email. Any lack of clarity in your report will imply that no action will be taken.
- A submitted report is not considered as an automatic acceptance, unless you received a response email.
- Response to reports will not be immediate.
- Sending multiple reports will not speed up response and will be treated as junk reports.

Thank You

