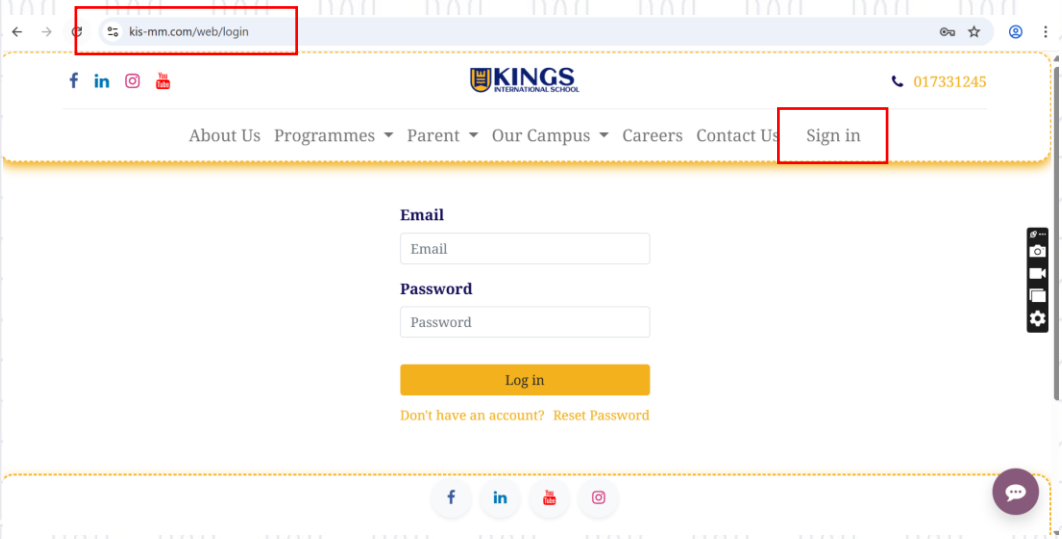
KINGS ERP

Assessment Test Appointment

- **This document aims to guide you through the functionalities and features of the student module.**
- **This module allows the admission teams to create assessment appointment for each student, assign a teacher and notify the teacher about the assessment. The teacher can then accept the assessment and create the test result for that student.**
- **To access the student-related module, navigate to https://kis-mm.com and enter your login credentials.**
- **If you don't have an account, please contact the HR Team to create one for you**



Cambridge Assessment International Education
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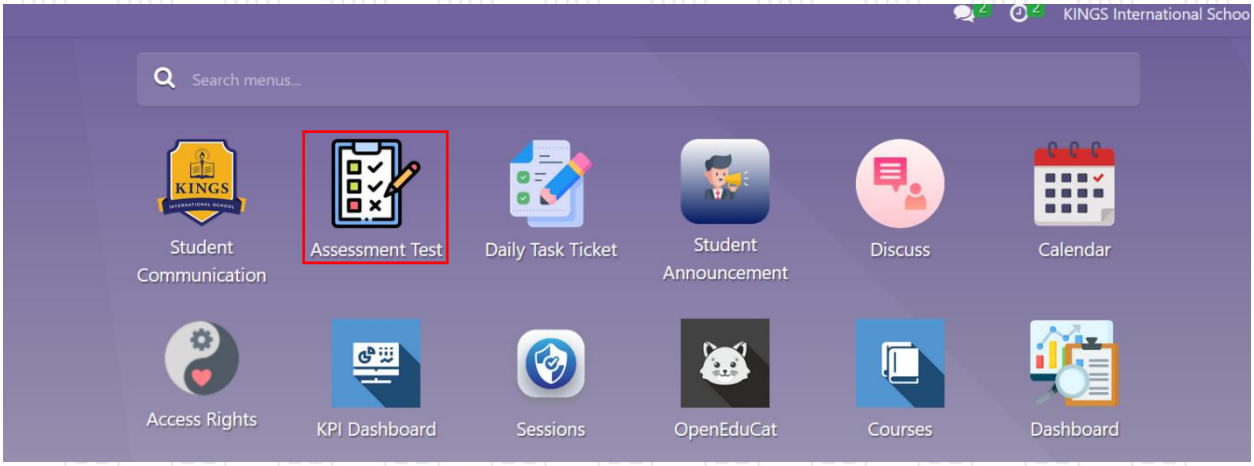
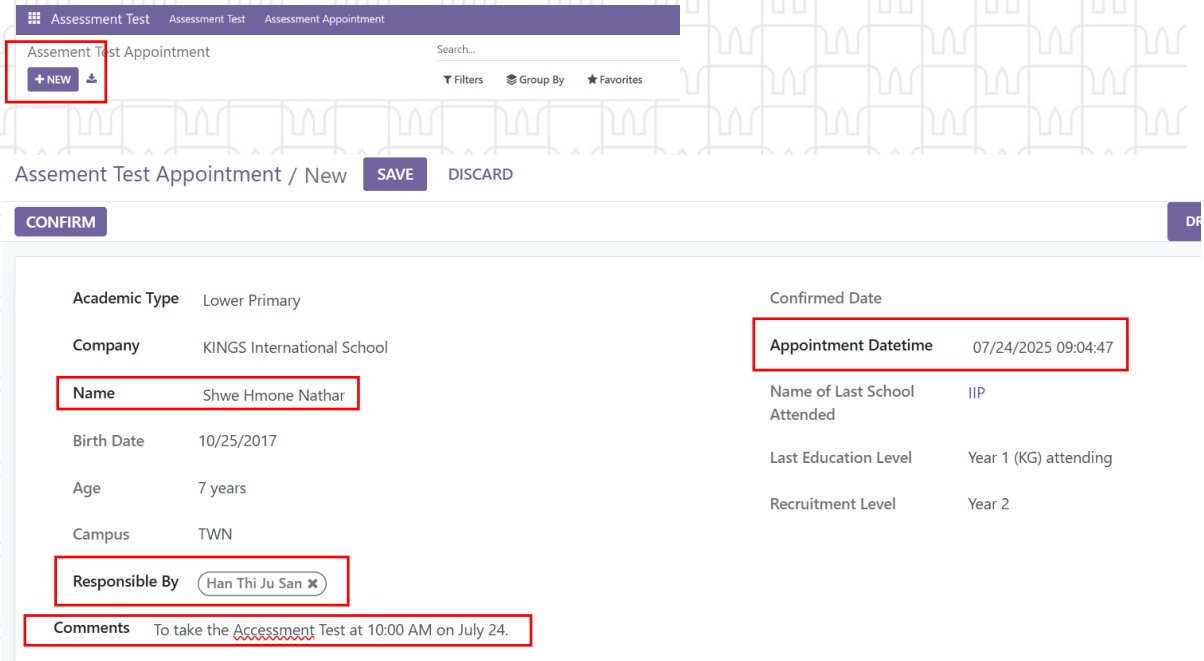
Admission Team

- **Enter the 'Assessment Test' Module.**

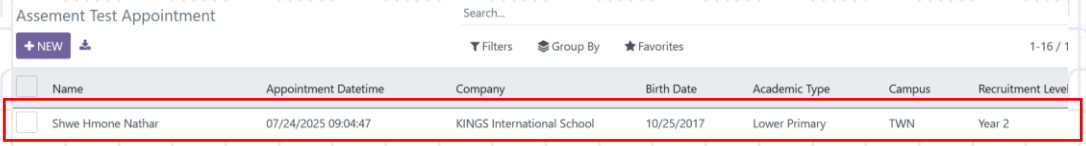


- **Choose the student name, responsible teacher and appointment date, then write a comment to create a new accessment appointment. After that click Save and Confirm the appointment.**

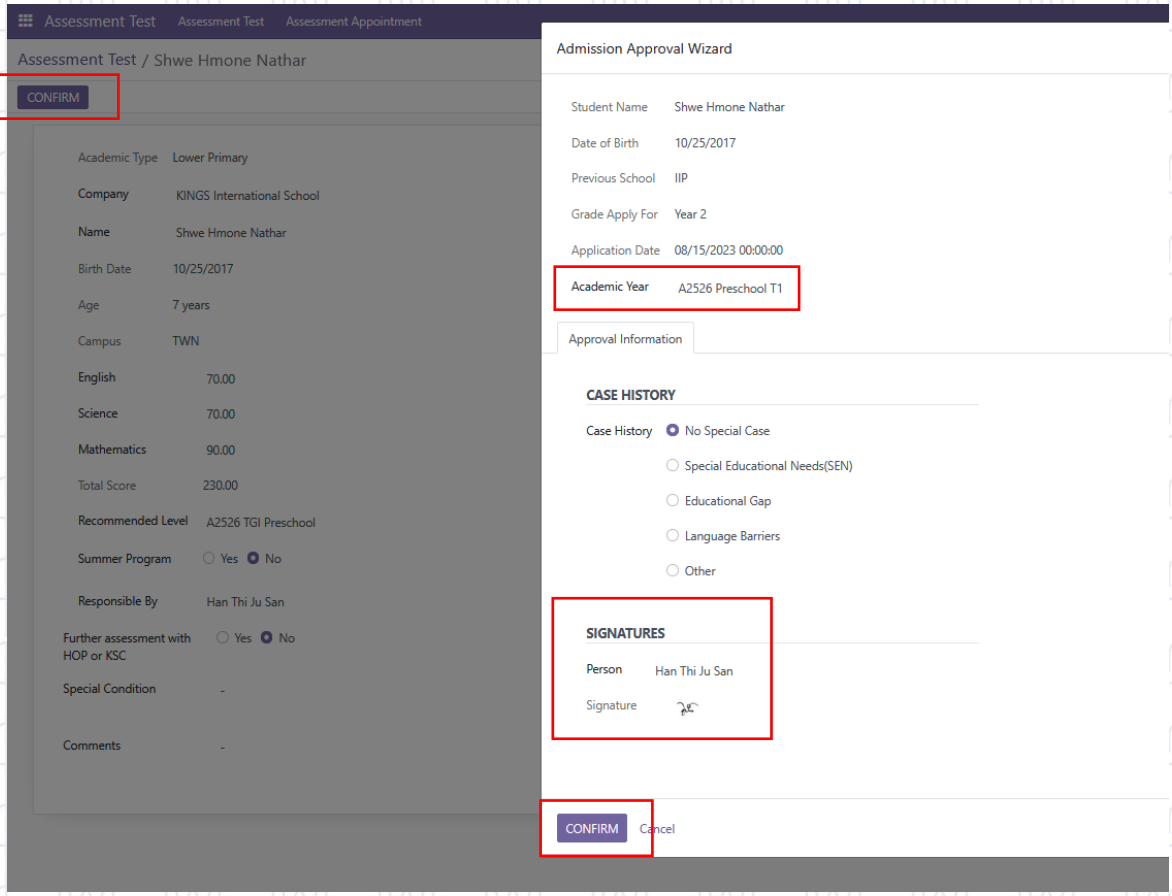
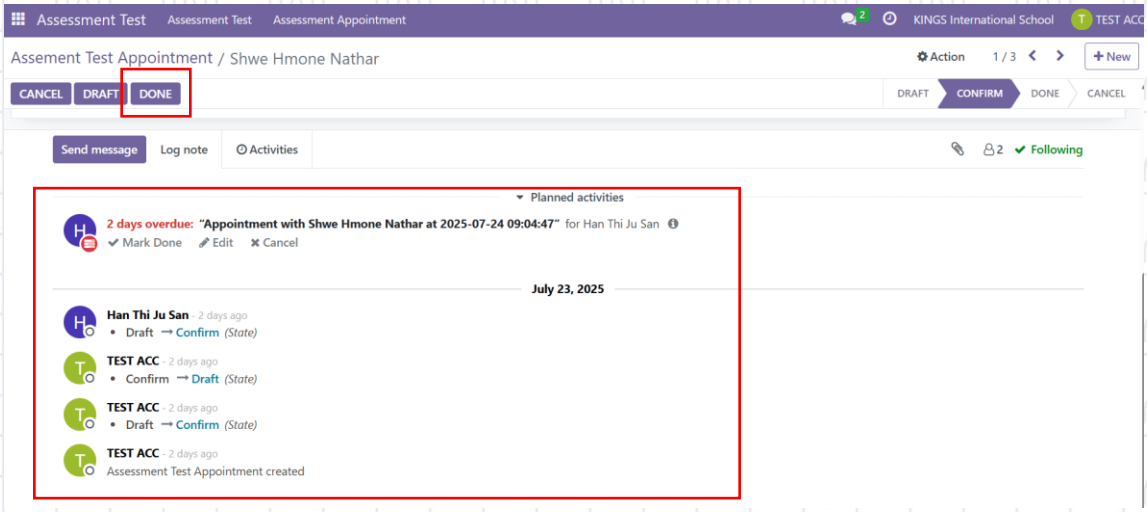


Teachers

- **The teacher can check the assessment test appointment in their email and in the assessment test module.**



- **After the teacher reviews and confirms the form by clicking the confirm button, they must select the Academic Year, Person and attach their E-signature and click confirm again. Once completed, the admission team will be notified.**



❖ **The admission team can view the log to track the staging process. After reviewing, they should click Done to complete the step.**