

## INSTRUCTIONS

### For the Faculty who have to upload the marks

Use Google Chrome (Preferably) to open the website, though it can be opened in any browser.

1. Open the webpage “**exam.gndec.ac.in**” in the browser
2. “**Login**” using your Internet “**User ID**” and “**Password**”, it will ask you for the secret code.
3. A “**SECRET CODE**” will be sent to your **mail id(other than gndec.ac.in )** already registered with exam automation committee.
4. Now Fill the Secret Code in the Text Box and the “**ASSESSMENT**” page will be displayed
5. Click on “**ASSESSMENT**” Button.
6. After Clicking on “**ASSESSMENT**” button One will find
  - **CONTROL PANEL (Regular)**
  - **CONTROL PANEL (Reappear)**
7. Click on appropriate button for “**Regular**” or “**Reappear**” and one will find the list of subjects allotted to him/her.
8. Mark the attendance of the students by clicking on “**MARK ATTENDANCE**” button.
9. In case of practical exam, a window of “**EXTERNAL**” will pop up. Click on “**GO**” Button.
10. Then List of the students will be displayed and one can mark “**PRESENT**”, “**ABSENT**” or “**DETAINED**”. *(By default all the students will be marked as “PRESENT”).*
11. After marking the attendance click on “**MARK ATTENDANCE**” button displayed at the lower end of the page for submitting the attendance.
12. Now one will get the message “**ATTENDANCE SUCCESSFULLY MARKED. YOU CAN UPLOAD THE MARKS NOW**”.
13. Again go to the **CONTROL PANEL (Regular)** or **CONTROL PANEL (Reappear)** as desired and you will find the following buttons activated.
  - **DOWNLOAD SHEET**
  - **UPLOAD**
  - **LOCK SUBJECT**
14. Firstly, Download the sheet by clicking “**DOWNLOAD SHEET**”.
15. After downloading the sheet, Close the Pop-Up Window by Clicking on “**CLOSE**” or “**X**” Button appearing on Top Right corner of the window.
16. Now, Open the downloaded File/Sheet in Microsoft Office or Open Office and **Fill the Marks**.  
*(Note: Don't Try to Change any other field or entity and fill the marks in correct manner else file be corrupted or errors will be generated while uploading).*
17. Now Upload the File/Sheet by clicking on “**UPLOAD**” Button.  
*(If there is any error and error message will be displayed. Rectify the error and again try to Upload the File/Sheet and repeat the steps till it is uploaded successfully).*
18. On successful submission, “**MARKS SUCCESSFULLY UPLOADED**” message will be displayed.
19. Now click on “**LOCK**” Button to Lock the subject.
20. After Locking the “**PRINT**” Button will be activated and take the **Printout of File Generated**.

**!! (If the Teacher wants to Unlock any subject, He/She can contact the Exam Coordinator of his/her respective department).**

**\*\*\*For any query/problem, contact your departmental exam coordinator\*\*\***