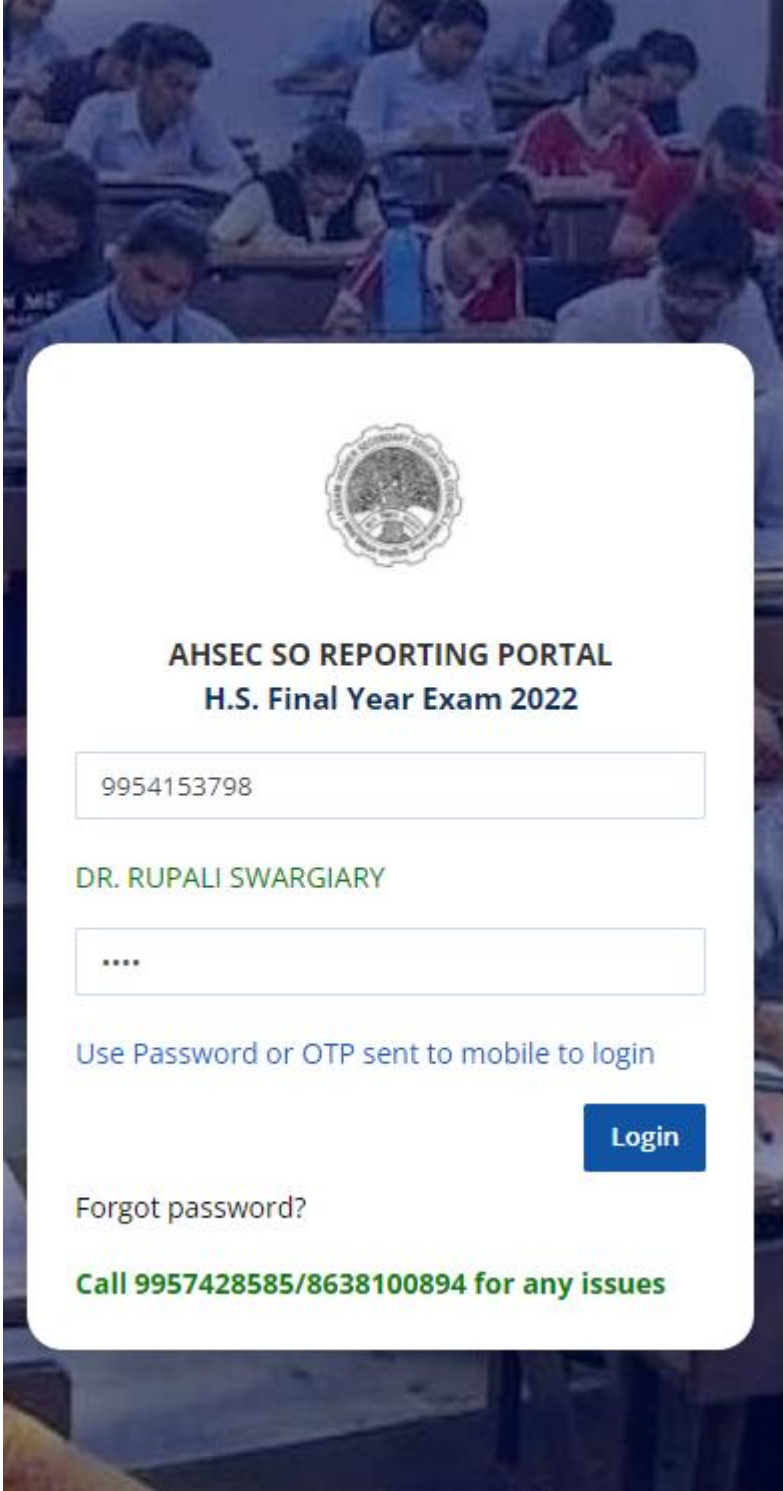





MANUAL ON AHSEC SUPERVISING OFFICER REPORT SUBMISSION

HS FINAL YEAR EXAM 2022

1) Login into portal:



The image shows a login interface for the AHSEC SO Reporting Portal. At the top, there is a circular logo of the Assam Higher Secondary Education Council. Below the logo, the text reads "AHSEC SO REPORTING PORTAL" and "H.S. Final Year Exam 2022". A text input field contains the mobile number "9954153798". Below this, the name "DR. RUPALI SWARGIARY" is displayed in green. Another text input field contains four dots, representing a masked password. Below the password field, there is a link that says "Use Password or OTP sent to mobile to login". A blue "Login" button is positioned to the right of this link. Below the button, there is a link that says "Forgot password?". At the bottom, there is a green text line that says "Call 9957428585/8638100894 for any issues". The background of the interface is a blurred image of students in a classroom.



AHSEC SO REPORTING PORTAL
H.S. Final Year Exam 2022

9954153798

DR. RUPALI SWARGIARY

....

[Use Password or OTP sent to mobile to login](#)

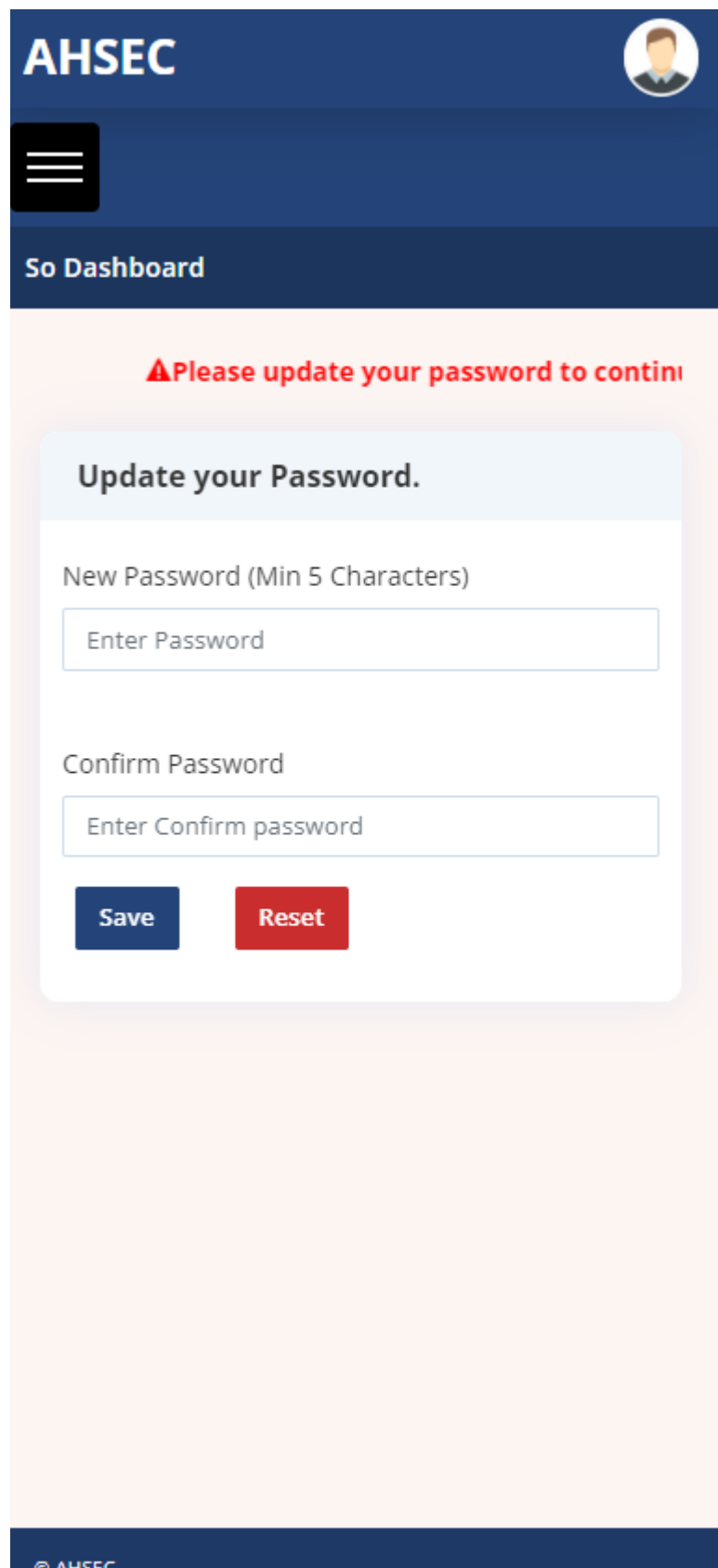
[Login](#)

[Forgot password?](#)

Call 9957428585/8638100894 for any issues

**USE REGISTERED MOBILE AND PASSWORD OR OTP SENT IN MOBILE
AFTER ENTERING MOBILE NUMBER, TO LOGIN**

2) CHANGE PASSWORD



The image shows a mobile application interface for AHSEC. At the top, there is a dark blue header with the AHSEC logo on the left and a user profile icon on the right. Below the header is a dark blue bar with a hamburger menu icon on the left and the text "So Dashboard" on the right. The main content area has a light orange background. A red warning message with a triangle icon says "Please update your password to continue". Below this is a white rounded rectangle with a light blue header that says "Update your Password.". Inside this rectangle, there are two text input fields. The first is labeled "New Password (Min 5 Characters)" and contains the placeholder text "Enter Password". The second is labeled "Confirm Password" and contains the placeholder text "Enter Confirm password". At the bottom of the rectangle are two buttons: a dark blue "Save" button and a red "Reset" button. At the very bottom of the screen is a dark blue footer with the text "© AHSEC".

AHSEC

So Dashboard

⚠ Please update your password to continue

Update your Password.

New Password (Min 5 Characters)

Enter Password

Confirm Password


Enter Confirm password


Save **Reset**

© AHSEC

CHANGE PASSWORD ON FIRST LOGIN

3) UPDATE BANK DETAILS

AHSEC



So Dashboard

Update your bank details to continue

Centre Alloted

GORESWAR H S SCHOOL

Distance to Examination Centre from home
(One-Way)

0

Bank Name

Your Bank Name

Branch Name

Your Bank Branch Name

Bank A/C No

Bank account number

Confirm A/C No


Confirm account number


Bank IFSC Code

Bank IFSC


UPDATE BANK DETAILS CAREFULLY ON FIRST LOGIN

4) DASHBOARD FOR EXAM ROUTINE

AHSEC



So Dashboard

 Download Appointment Letter

: submit SO report daily, otherwise no payments !

15-03-2022 Tuesday
01:30 pm to 04:30 pm(AFTERNOON SHIFT)
English


Report Submitted: No


AFTERNOON REPORT

17-03-2022 Thursday
09:00 am to 11:45 am(MORNING SHIFT)


VIEW DAILY EXAM ROUTINE FROM HOME/DASHBOARD

5) SUBMIT DAILY SO REPORT

AHSEC



So Dashboard

 Download Appointment Letter

: submit SO report daily, otherwise no payments :

15-03-2022 Tuesday
01:30 pm to 04:30 pm(AFTERNOON SHIFT)
English

Report Submitted: No

AFTERNOON REPORT

17-03-2022 Thursday
09:00 am to 11:45 am(MORNING SHIFT)

Step 1) CLICK ON “**MORNING REPORT**” OR “**AFTERNOON REPORT**” FOR A PARTICULAR EXAM AS PER YOUR ASSIGNED DUTY IN CENTRE.

Step 2) Upload photos : 1 photo of sealed question papers at beginning of exam and 1 photo of sealed answer scripts at end of the exam.

So Dashboard

BACK

⚠Add photos first, then you w

Photo of sealed question papers (AFTERNOON)

Choose file

Browse

mitted yet.

Upload photo

Photo of sealed answer scripts (AFTERNOON)

Choose file

Browse

mitted yet.

Upload photo

Step 3) After successful uploading of 2 photos, you will be able to add/submit SO report for the exam. Found just below the photo section.

Step4) Click on “**CLICK TO SHARE YOUR LOCATION**” button to share your live location. Please make sure to enable location settings in your phone or laptop.

Add Report

Detect My Location :

Click To Share your Location

Please click on "Allow" or "OK" button after clicking on the above button to share your current location. Please make sure you have enabled GPS/Location setting if accessing from mobile.

Latitude

Longitude

1.

*** Total No. of Candidates to be appeared:**

Male :

Male

Female :

Female

*** Total No. of Candidates present :**

Male :

Male

Step 5) Fill all required fields/data for the SO report carefully for the EXAM and finally submit the report.

2. Question Paper opened in front of CCTV Camera:

- ☐ Yes
- ☐ No

3. Whether Examination was conducted in room:

- ☐ Yes
- ☐ No

4. CCTV Camera & Recording:

- ☐ Covered All Rooms
- ☐ Partially Covered
- ☐ Not Available

5. Boundary Wall:

- ☐ Concrete
- ☐ Tin
- ☐ Fencing

6. Whether Examination was conducted in :

- ☐ Centre itself
- ☐ Centre and Venues

7. No teacher(s) of any particular subject was/were not allotted invigilation duty in the examination of the subject :

- ☐ Yes
- ☐ No