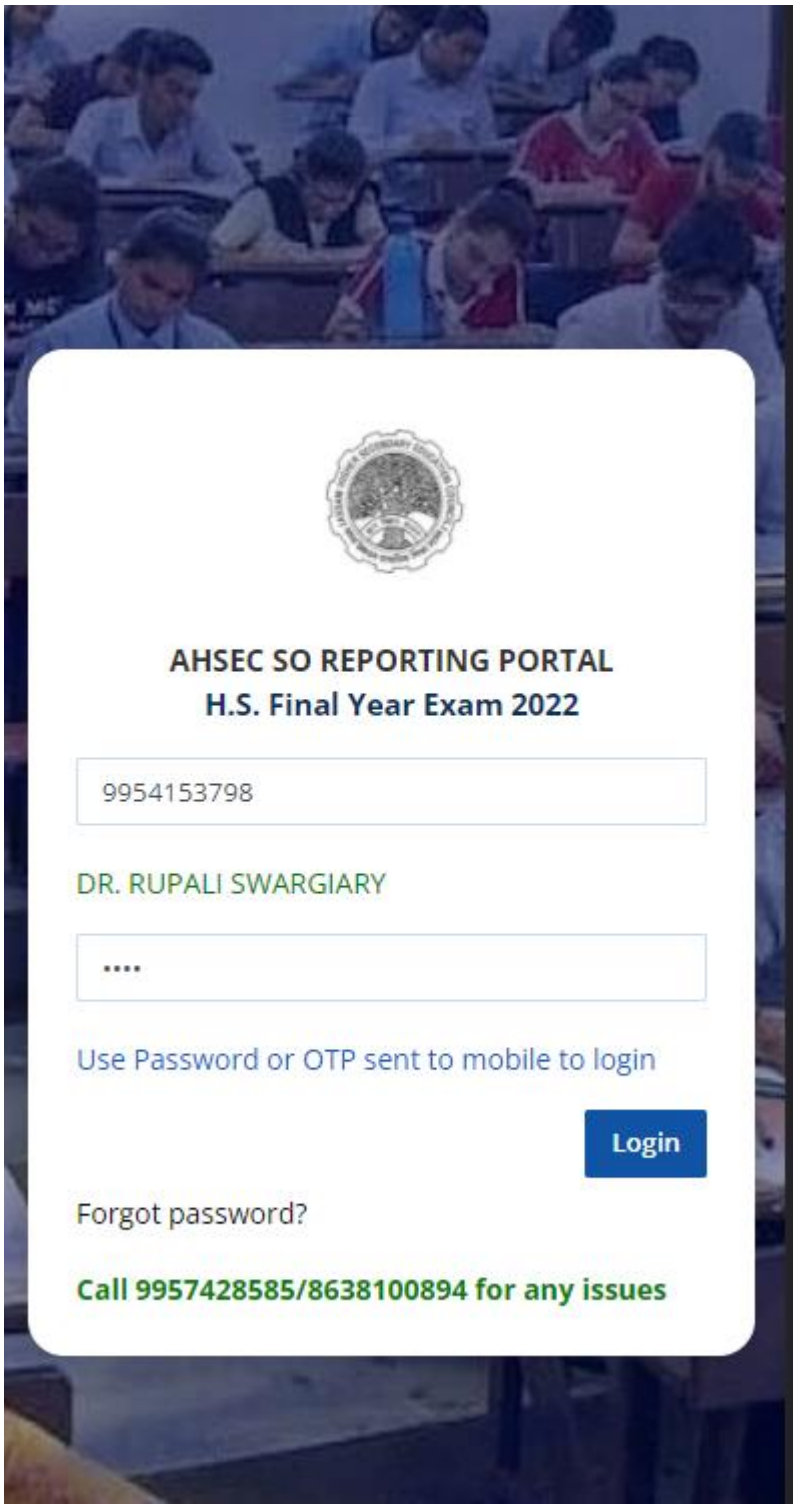
MANUAL ON AHSEC

SUPERVISING OFFICER REPORT

SUBMISSION

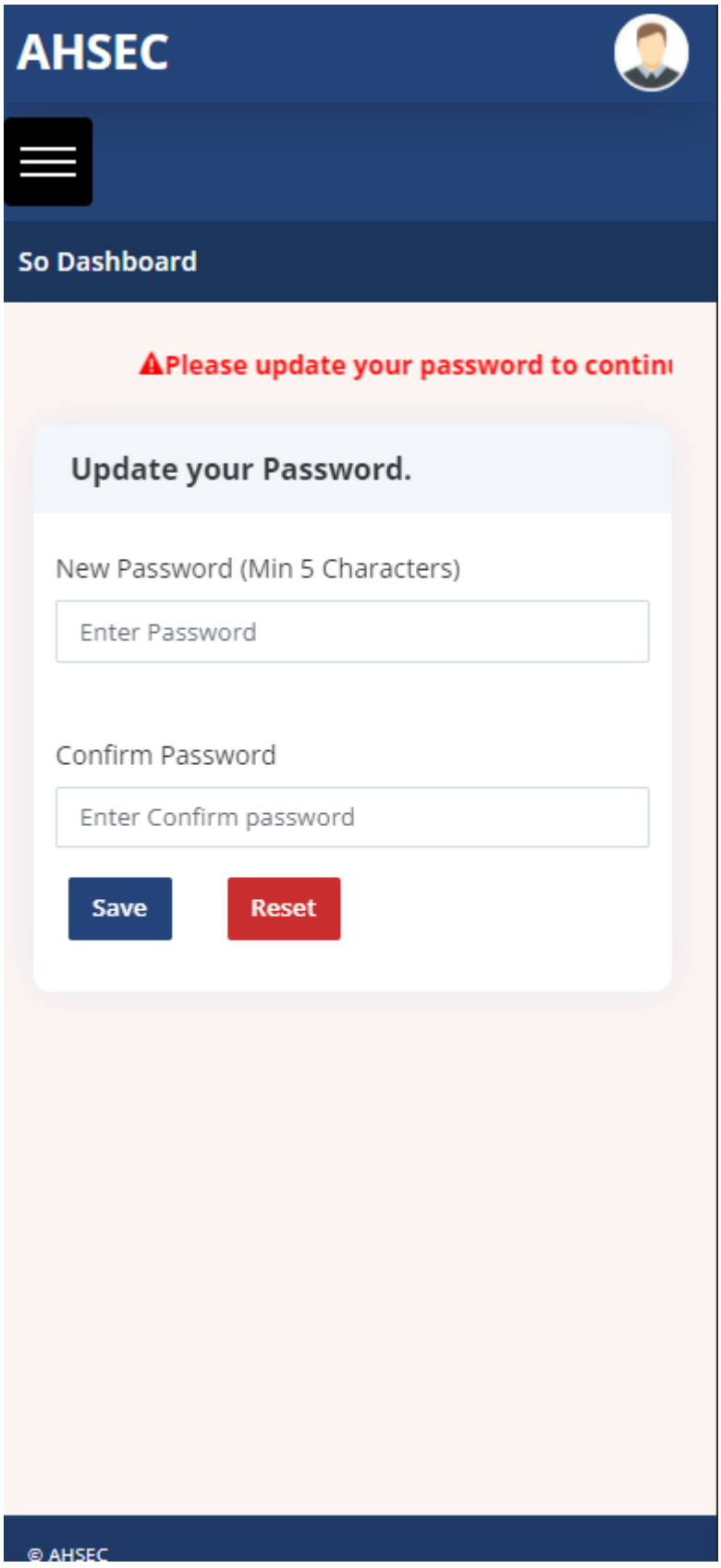
HS FINAL YEAR EXAM 2022

1) Login into portal:



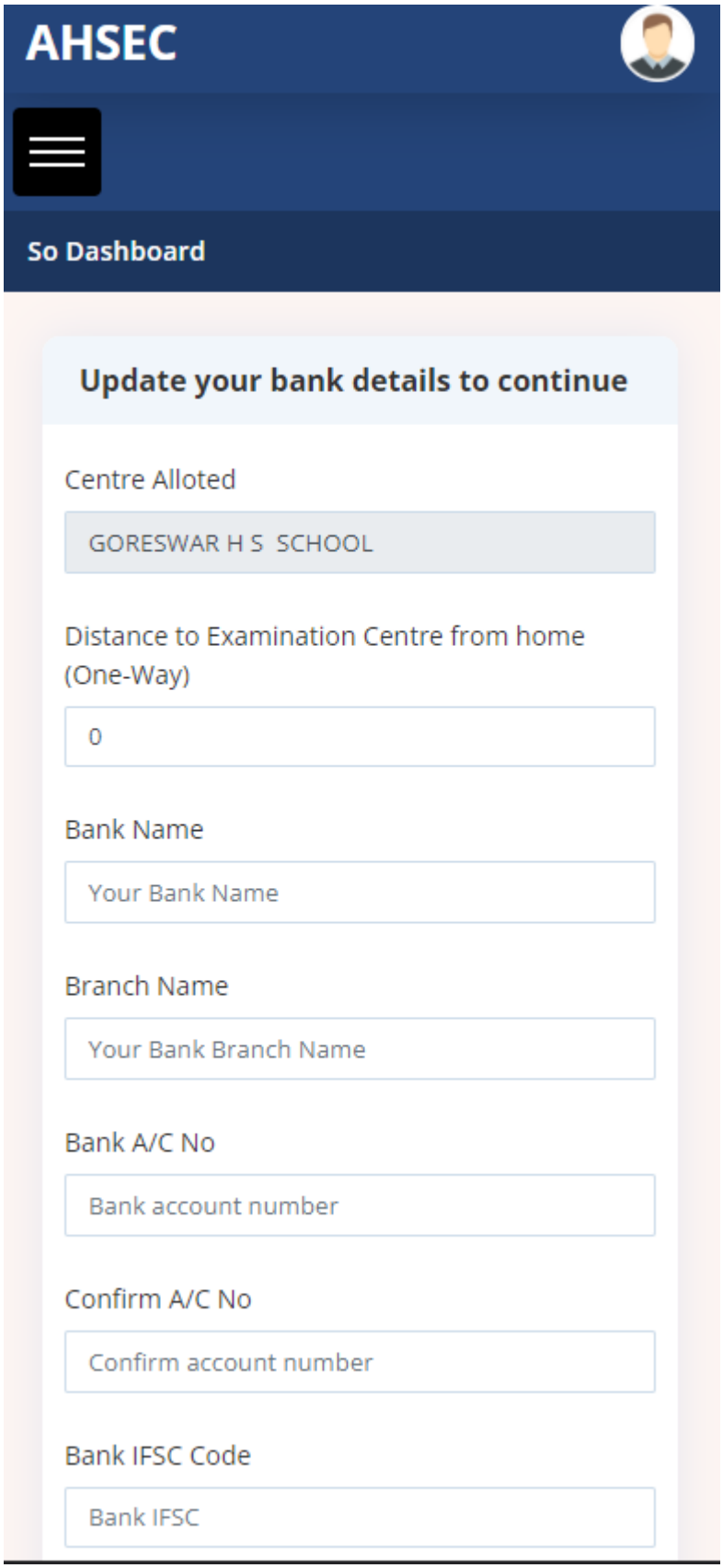
USE REGISTERED MOBILE AND PASSWORD OR OTP SENT IN MOBILE AFTER ENTERING MOBILE NUMBER, TO LOGIN

2) CHANGE PASSWORD



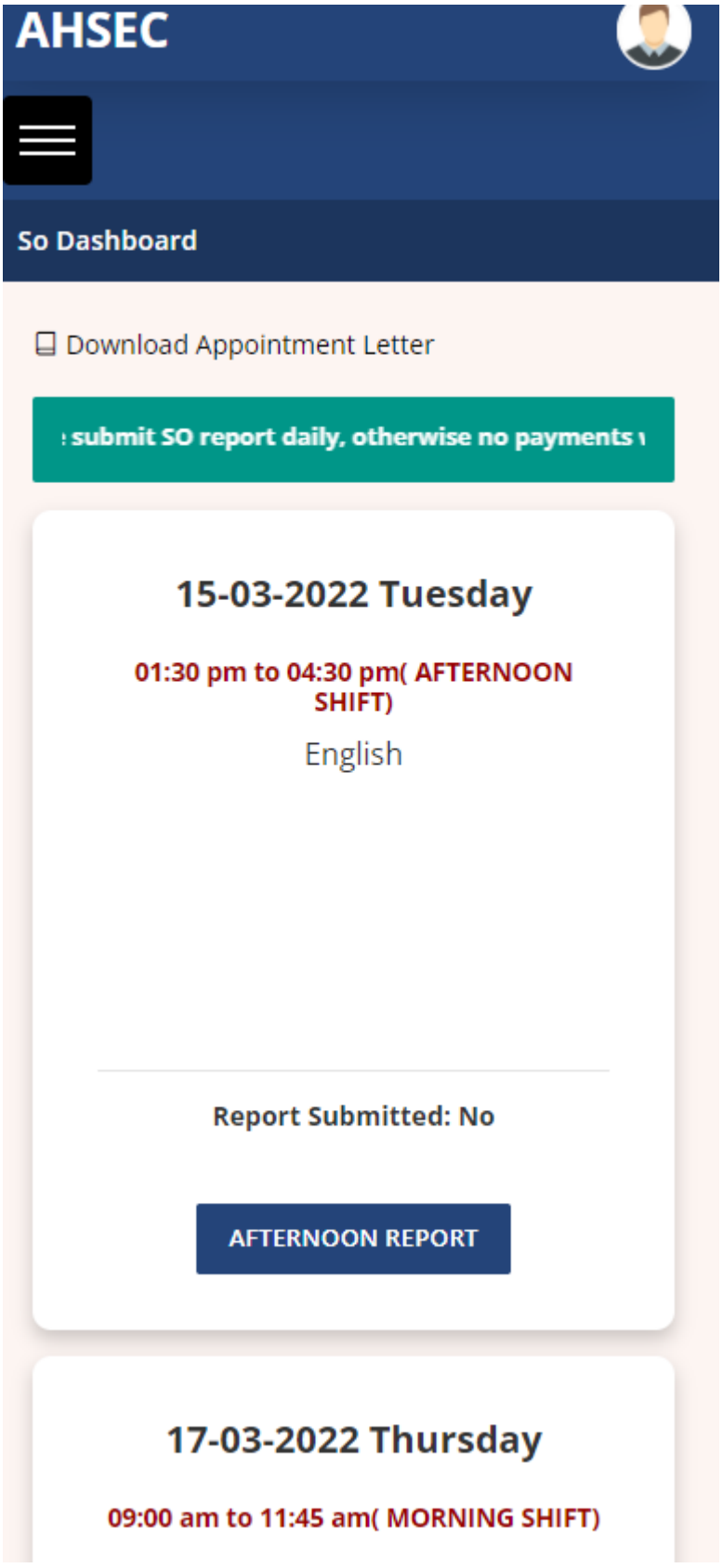
CHANGE PASSWORD ON FIRST LOGIN

3) UPDATE BANK DETAILS



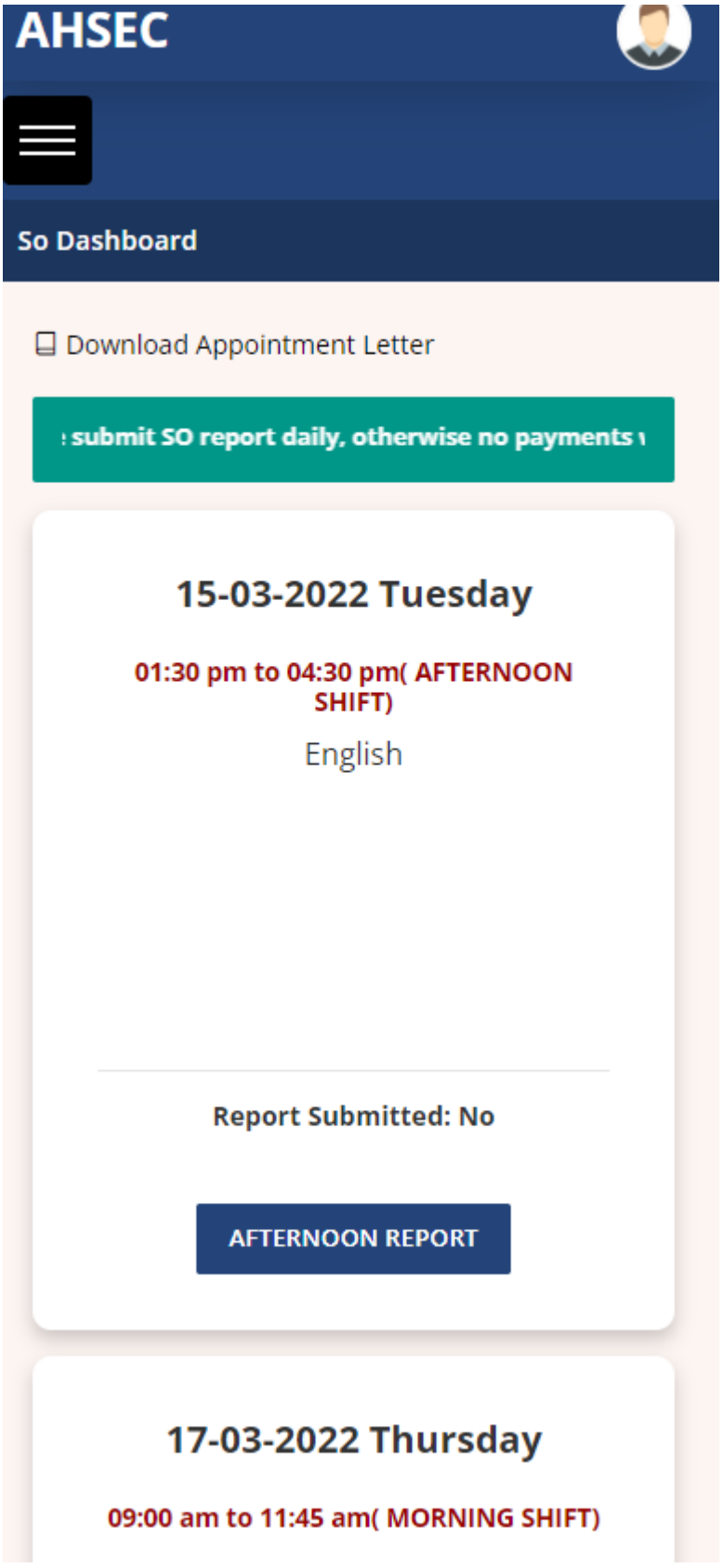
UPDATE BANK DETAILS CAREFULLY ON FIRST LOGIN

4) DAHBOARD FOR EXAM ROUTINE



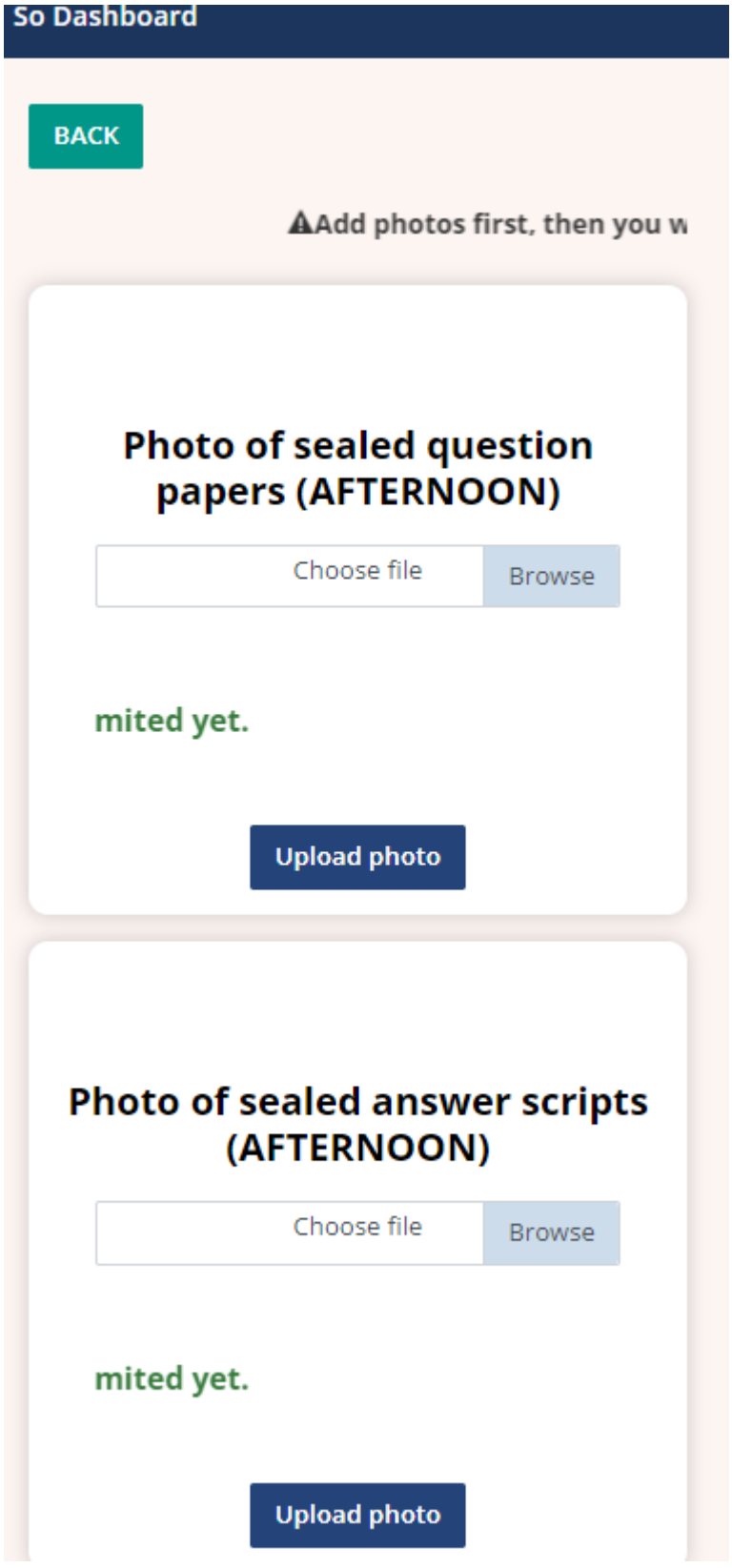
VIEW DAILY EXAM ROUTINE FROM HOME/DASHBOARD

5) SUBMIT DAILY SO REPORT



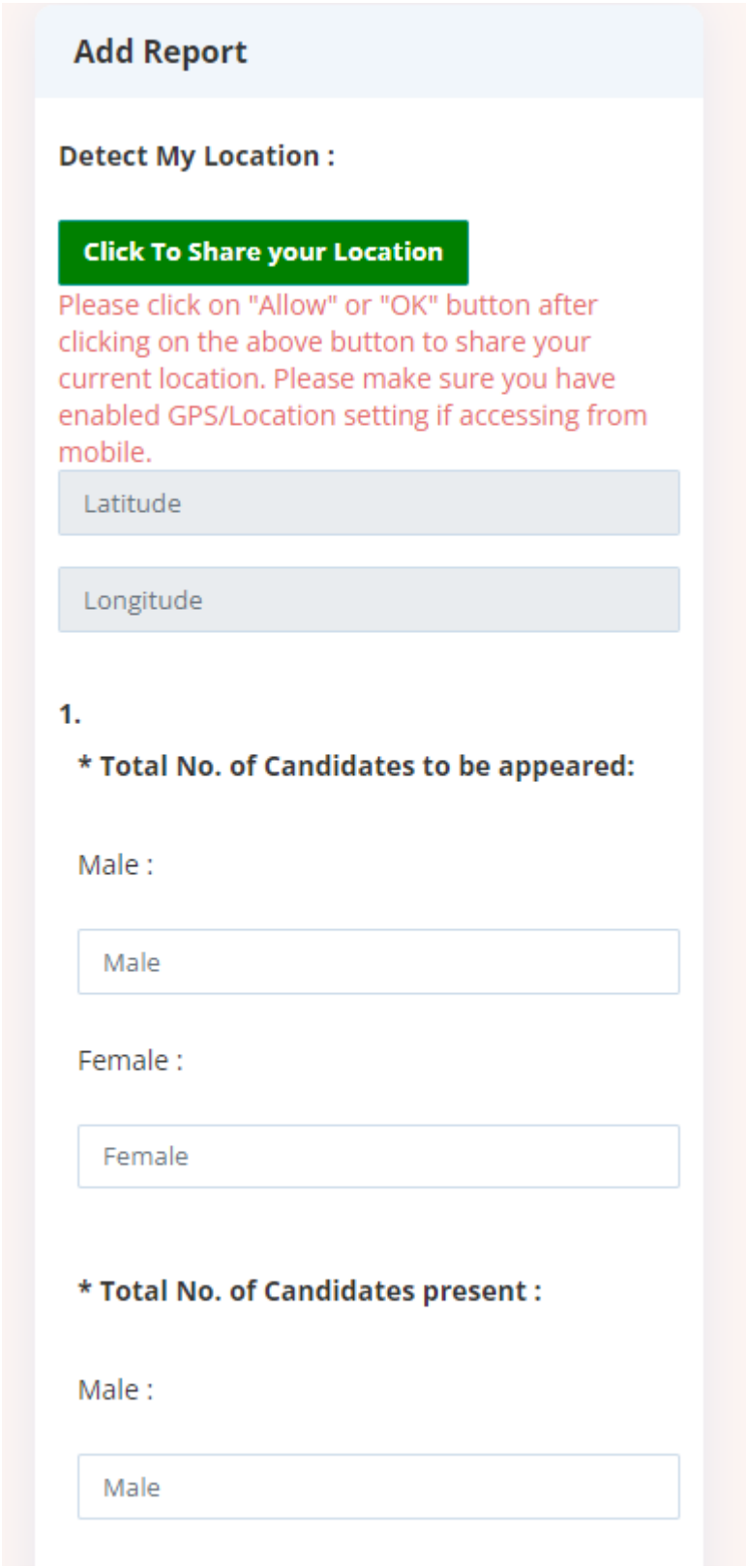
Step 1) CLICK ON **“MORNING REPORT”** OR **“AFTERNOON REPORT”** FOR A PARTICULAR EXAM AS PER YOUR ASSIGNED DUTY IN CENTRE.

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.



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.



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