



CBT Exam- Guidelines for Invigilator

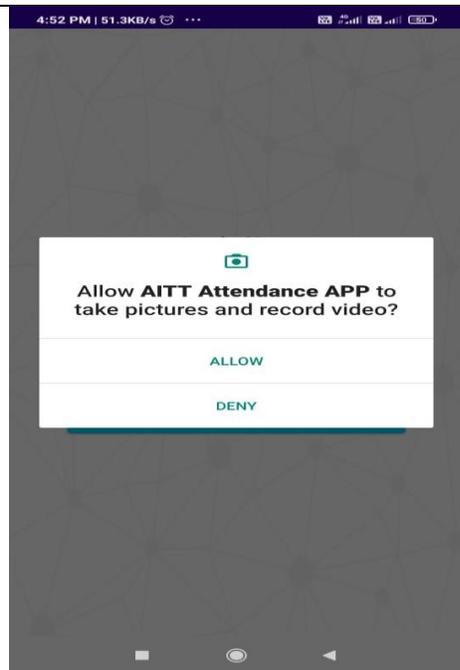
- Download the 'AITT Attendance APP' from the Play Store. If already downloaded Update the Existing App.
 1. To download / Update the AITT Attendance APP - **[Click Here](#)**
- Invigilator should verify for Student Authentication.
- Discussion between the Students should not be allowed.
- Candidate System Browser and Tab Switchover to be Monitored
- No Mobile, Electronic Devices and Other Communicating Device should be allowed in the Examination Hall.
- Attendance should be captured in Mobile App and Manual Attendance also to be Captured with Student Signature.
- Unauthorized Person Entry in Examination Hall to be restricted.
- Invigilator should not Help Students in Answering Questions.

AITT Attendance App Android Mobile Application

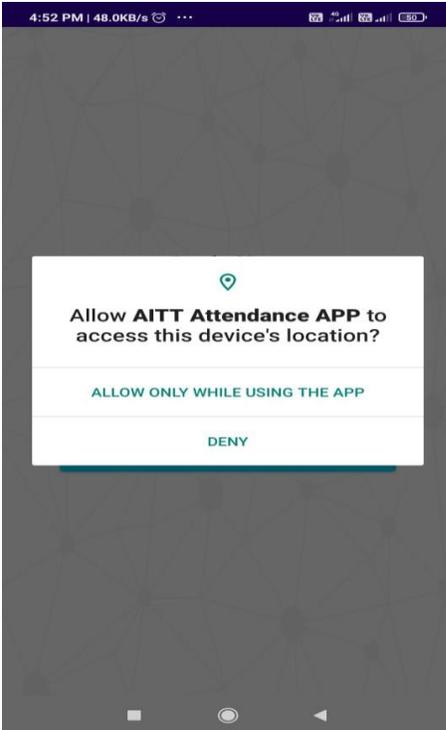


Step 1: Install / Update 'AITT Attendance App' Mobile Application received.

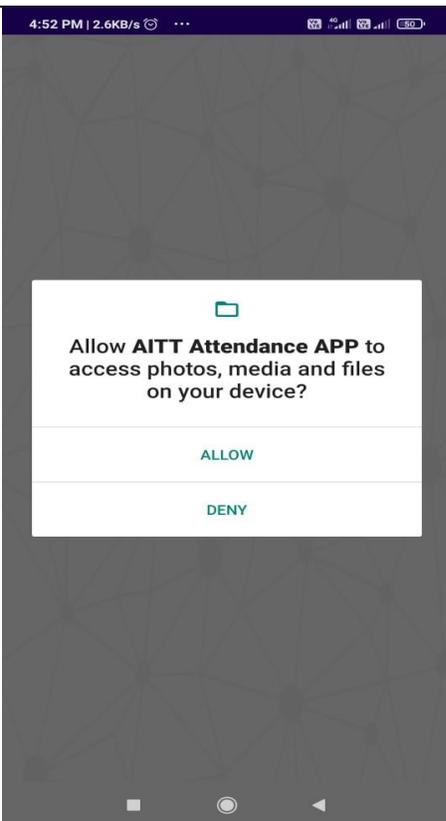
Step 2: Select 'AITT Attendance App' Icon, Once Application was Installed.



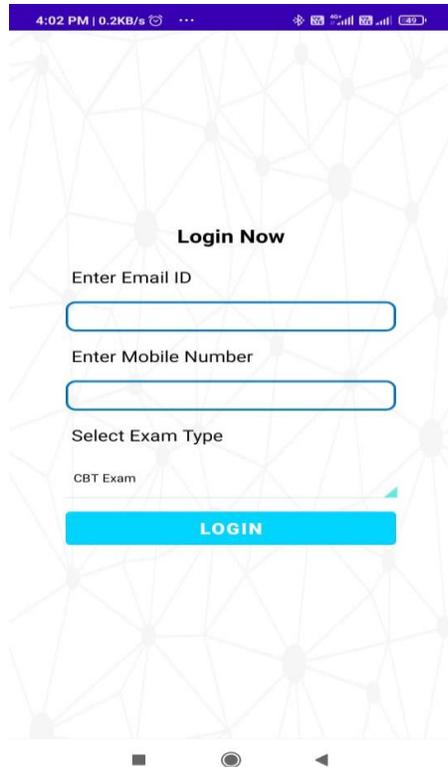
Step 3: Select 'Allow' Option to take Pictures and Record Video from this Application.



Step 4: Select 'Allow Only While Using the App' Option to Access 'Device Location' from this Application.



Step 5: Select 'Allow' Option to Access 'Photos, Media and Files' from this Application.



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Login Now

Enter Email ID

Enter Mobile Number

Select Exam Type

CBT Exam

LOGIN

Step 6: Enter your Invigilator Email Id, Mobile Number & Select Exam Type as 'CBT Exam' and Select 'Login' Button.



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Welcome , V Gopi

ATTENDANCE QR SCANNER - SCAN DESKTOP QR CODE

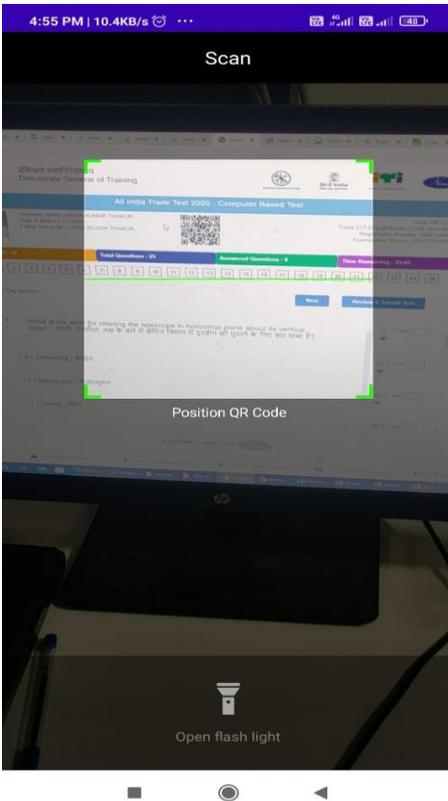
MARK ABSENT

VIEW ATTENDANCE LIST

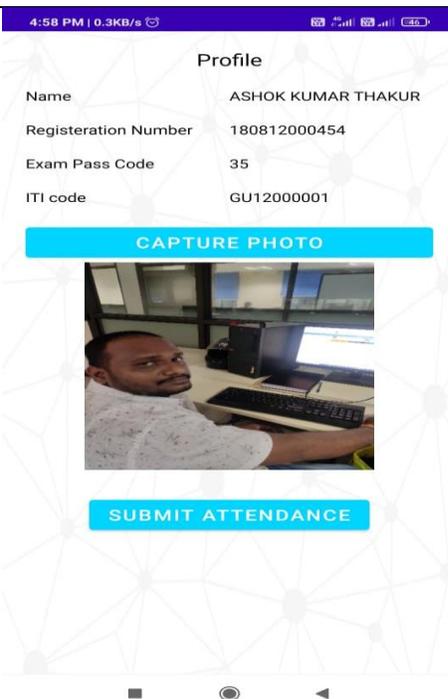
REPORT MALPRACTICE

LOGOUT

Step 7: Select 'Attendance QR Scanner – Scan Desktop QR Code' Button to Mark Attendance for a Student in the Exam.

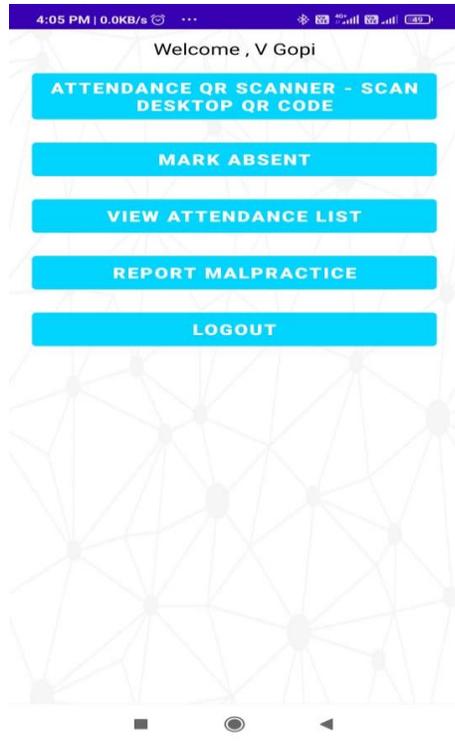


Step 8: Scan the 'QR' Code from the Student System.

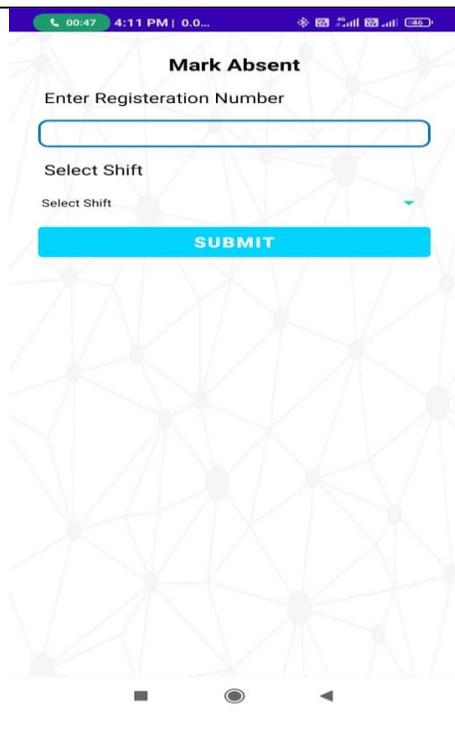


Step 9: Verify Student Profile Details and Capture Photo of the Student by selecting 'Capture Photo' Button.

Step 10: Select 'Submit Attendance' Button to Submit the Attendance of the Student.



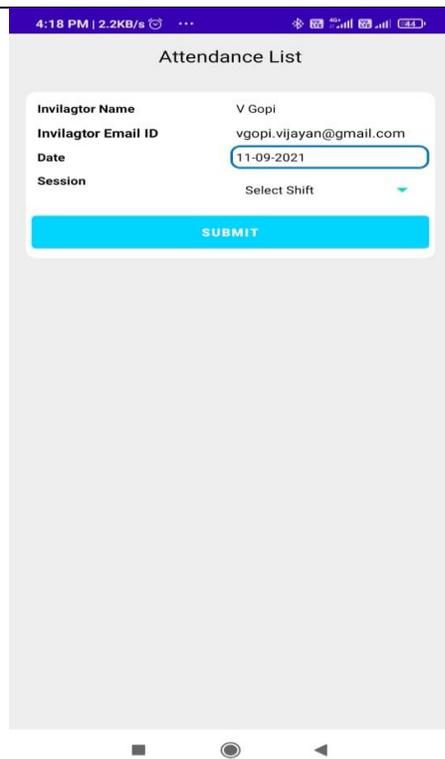
Select 'Mark Absent' Button to Mark Attendance as Absent for a Student in the Exam.



Enter Student Registration Number & Select Shift and Select 'Submit' Button to Mark Absent for the student.



Select 'View Attendance List' Button to View the ShiftWise Marked Attendance.



Select Date & Shift and Select Submit Button to View the Consolidated Attendance for the Date and Shift.

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Attendance List

Invilagtor Name V Gopi
Invilagtor Email ID vgopi.vijayan@gmail.com
Date 11-09-2021
Session First

SUBMIT

Attendance Data

Date 11-09-2021
Session First
Present Count 0
Absent Count 0

VIEW RECORDS

Select 'View Records' Button to View the Student wise Attendance details for the Date and Shift.

2:41

Attendance List Records

Invilagtor Name ANTIM
Invilagtor Email ID antimbhatt3046@gmail.com
Date 22-02-2021
Session Second

Regno	Status
180808007316	Present
180808067303	Present
180808067342	Present
180808071531	Present
180808071533	Present
180808071698	Present
180808071715	Present
180808071720	Present
180808072747	Present
180808073144	Present
180808073150	Present
180808073299	Present
180808073351	Present

Student wise Attendance details for the Date and Shift will be generated as shown in the image.



Select 'Logout' Button to Exit from AITT Attendance App.

Thank You