

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

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.

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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.



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ATTENDANCE QR SCANNER - SCAN DESKTOP OR CODE	Attendance as Absent for a Student in the
ATTENDANCE QR SCANNER - SCAN DESKTOP QR CODE MARK ABSENT VIEW ATTENDANCE LIST REPORT MALPRACTICE LOGOUT	Attendance as Absent for a Student in the Exam.
ی مربع کا ایک کا دی ک Mark Absent Enter Registeration Number Select Shift Select Shift	Enter Student Registration Number & Select Shift and Select 'Submit' Button to Mark Absent for the student.



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Atte	ndance List
Invilagtor Name Invilagtor Email ID Date Session	V Gopi vgopi.vijayan@gmail.com (11-09-2021 Select Shift
	SUBMIT

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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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Session	First	
Present Count	0	
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Select 'View Records' Button to View the Student wise Attendance details for the Date and Shift.

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

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Attendance	e List Records
Invilagtor Name	ANTIM
Invilagtor Email ID	antimbhatt3 046@gmail .com
Date	22-02-2021
Session	Second
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180808007316	Present
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180808071531	Present
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Select 'Logout' Button to Exit from AITT

Attendance App.

Thank You