

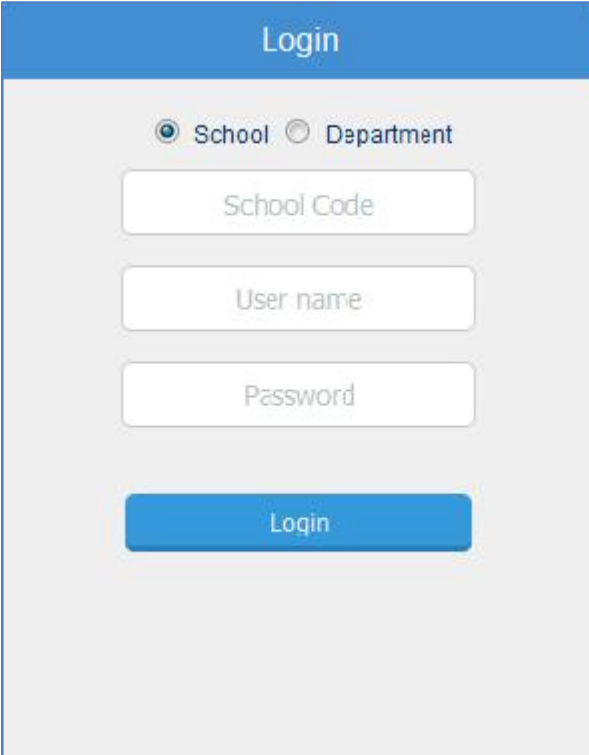
# iExaMS-SSLC

## Absentees Entry & Final Confirmation at Exam Centers User Guide

Absentees entry is done at SSLC Examination Centres on each day of the SSLC written examination. The verification of absentees list is taking place at Pareekshabhavan.

### 1. Absentees Entry at Exam Centres

Log in into iExaMS as school entry user

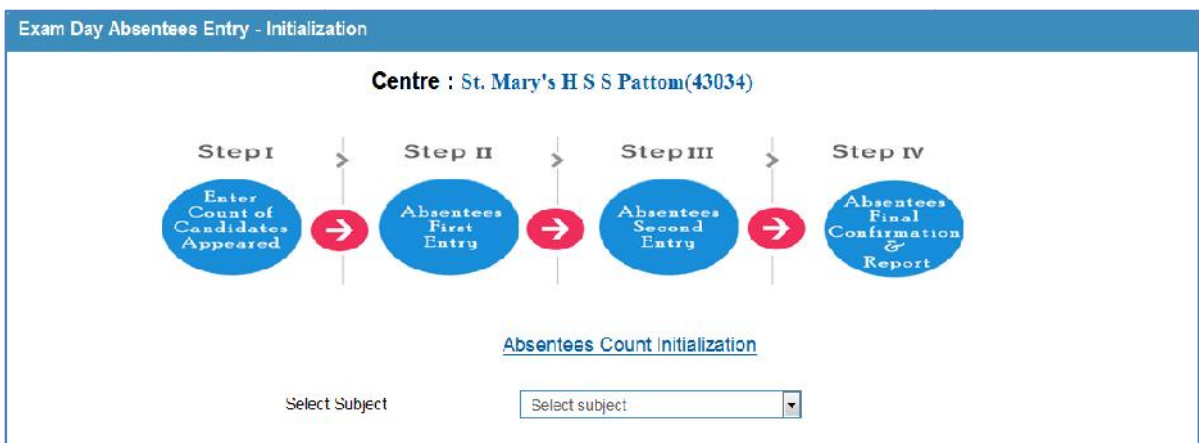


The screenshot shows a login form with a blue header bar containing the word "Login". Below the header, there are two radio buttons: "School" (which is selected) and "Department". Underneath, there are three input fields: "School Code", "User name", and "Password". At the bottom of the form is a blue button labeled "Login".

## Select Examination -> Absentees

The screenshot shows the iExaMS interface. At the top, it says 'iExaMS' and 'School Code : 43034'. Below this is a list of navigation options: 'Pre Examination', 'Examination', and 'Absentees'. The 'Absentees' option is selected and expanded, showing sub-options: 'I. Initialization', 'II. Absentees 1st Entry', and 'III. Absentees 2nd Entry'.

- **Step 1 – Entry of Total Count of Candidates Appeared**



### Select subject of examination

System displays the exam date , time Total candidates registered for the subject and No. of cancelled candidates .

**Type the total no. of candidates appeared for the exam(ie the total of answer scripts)).**

Absentees Count Initialization

Select Subject

Date & Time of Exam.	09-03-2016 1:45 pm to 3:30 pm IST
No. of Candidates Registered.	1647
No. of Candidates Cancelled.	0

Enter Total Candidates Appeared for the Subject / Total No. of Answer Scripts

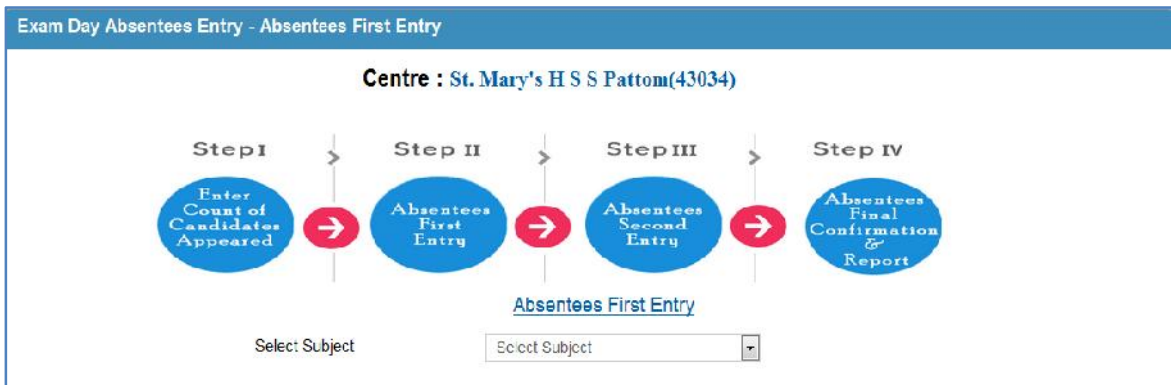
**Note :**

- No need of absentees entry for cancelled candidates.
- Information Technology is applicable for Privats (Old Scheme) only.

If the total no is equal to the number of candiadtes to be appeared, there is no Absentees Entry. Take the final report ( Absentees Nil report)

- **Step 2 Absentees First Entry**

**Enter the register numbers of absentees & save**



Exam Date & Time:	09-03-2016 1:45 pm to 3:30 pm IST
No. of Absentees:	3

**Enter Register Numbers**

1	652598
2	652601
3	652617
4	Register number
5	Register number
6	Register number
7	Register number
8	Register number
9	Register number
10	Register number

- **Step 2 Absentees Second Entry**

**Enter again the register numbers of absentees & save**



Exam Date & Time:	09 03 2016 1:45 pm to 3:30 pm IST
No. of Absentees:	3

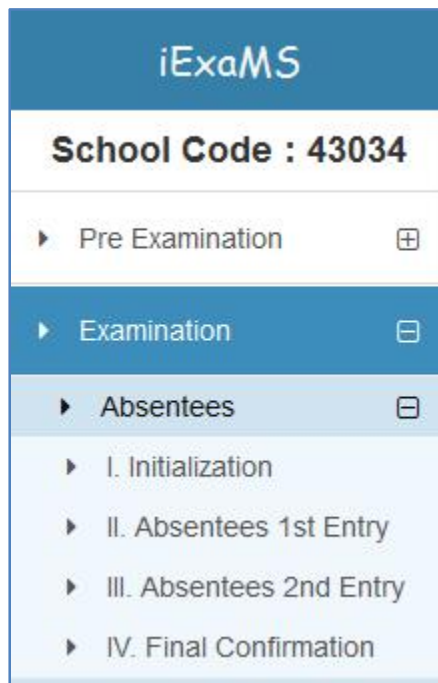
**Enter Register Numbers**

1	652598
2	652601
3	652617
4	Register number
5	Register number
6	Register number
7	Register number
8	Register number
9	Register number
10	Register number

- **Step 3. Final Confirmation by Centre Chief /HM**

**Log in as HM**

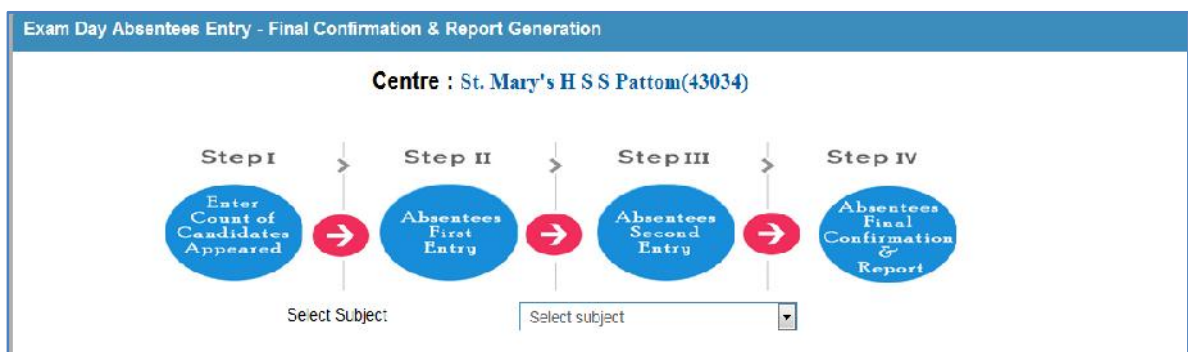
Select Absentees Entry final confirmation



**Select subject**

System displays the details such as total registered, Total Appeared etc

Press the confirm button

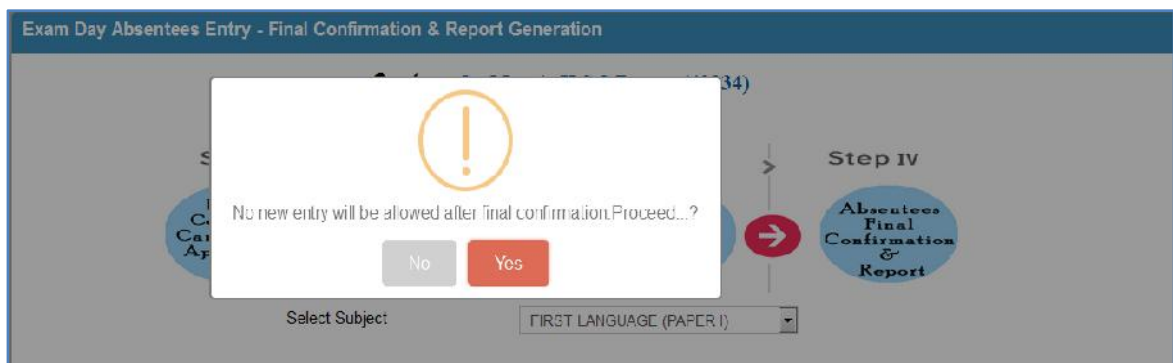


Date & Time of Exam:	09-03-2016 1:45 pm to 3:30 pm IST
No. of Candidates Registered:	1647
No. of Cancelled Candidates:	0
No. of Candidates Appeared:	1644
No. of Absentees:	3
Absentees First Entry Count:	3
Absentees Second Entry Count:	3
IIM / Chief Supdt. Level Confirmation Status:	Not Confirmed

**Note :**

1. No need of absentees entry for cancelled candidates.
2. Information Technology is applicable for Private (Old Scheme) only.

**System asks for confirmation.**



Proceed with confirmation. After confirmation status of each record shows as 'Sent for verification'.

System locks the records and prompts for taking final report. (Nil statement in the case of No absentees).

SSLC EXAMINATION MARCH 2016

**ABSENTEES STATEMENT**

(EXAMINATION DATE WISE)

Name of Centre : St. Mary's H S S Pattom  
Centre Code : 43034  
Date and Subject of Exam : 09-03-2016 ,FIRST LANGUAGE (PAPER I)

Category	Absentees Register Numbers	Count	Remarks
Regular	652598,652601,652617	3	
PCN	NIL	0	
PCO	NIL	0	

Place :  
Date :

*Signature of Chief Superintendent.*

FORM 3C

SSLC EXAMINATION MARCH 2016

**ABSENTEES STATEMENT**

(EXAMINATION DATE WISE)

Name of Centre : St. Mary's H S S Pattom  
Centre Code : 43034  
Date and Subject of Exam : 24-02-2016 ,PHYSICS

Category	Absentees Register Numbers	Count	Remarks
Regular	NIL	0	
PCN	NIL	0	
PCO	NIL	0	

Place :  
Date :

*Signature of Chief Superintendent.*

*fig. Nill report*

The entries will be verified at Pareekshabhavan. On any mismatch, such entries will be made available to Exam Centers for re entry.