**IMPLEMENTATION CHECKLIST & UNDERTAKING - EXAMINATION MANAGEMENT\***

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of In-Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation & Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Training Attended (Yes/No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My User id is working (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have checked the software functionality with sample/live Data (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: All the points to be verified by Module In-charge/School Authority.**

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| **Check list** | **Status (Y/N)** | **Implementation Consultant’s Remarks** |
| Class wise exam schedule creation of Scholastic subjects |   |   |
| Class wise exam schedule creation of Co-Scholastic subjects |   |   |
| Class wise Assessment Structure (Exam Terms) creation  |   |   |
| Class wise Grade Structure creation |   |   |
| Class wise Subjects creation |   |   |
| CT remarks master |   |   |
| Goal and Awareness master creation |   |   |
| Examination Report engine creation classwise. |   |   |
| **TRAINING POINTS** |
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| **Examination (School Configuration)**Understanding of Sequence No, Name, Weightage and Term Group while adding termsHow to in-active assessment structureUse of filter and search buttonWhile adding classes, use of Max Optional Subject, Marks Round of, No. of Decimal, Fail Over PercentageClass wise Grade StructureHow to in-active grade structureWhile adding grades, understanding of Scale Point and Grade ImageHow to assign Grade Structure and Assessment structure into classesClass wise Subjects creationUnderstanding of Scholastic and Co-ScholasticWhile adding subjects, understanding of Abbreviation, Subject Type (Scholastic/Co-Scholastic) Option checkbox, Include in CGPA and Exclude in AttendanceUse and Impact of sequence of SubjectHow to copy subjects from on class to another class |  |  Excellent Very Good Good Average  |
| **Exam Schedule**Understanding of Examination SchedulesUnderstanding of Entry Status under Exam SchedulesUse of Sequence in Exam SchedulesUse of filter and search buttonUnderstanding of No. of Best Activity, Max Marks, Out of Marks, Remark’s Length, Min Max, Activity Type (Fixed or Best of Activity) while adding exam schedulesHow to rename activity name in bulkExport to Excel button Understanding for Exam SchedulesUse of Practical check boxExam schedule wise data port understandingUse of Activity option under action icon in Exam SchedulesBrief Understanding of Sub-Activity |   |  Excellent Very Good Good Average  |

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| **Marks Entry**Difference b/w Enter Marks and Enter Grade and Sub-Activity MarksWhile marking marks entry use of Audit LogUnderstanding of AB/ML/NA/EX casesUnderstanding for Award List and Blank Award List |   |  Excellent Very Good Good Average  |
| **Attendance/C.T Remarks**Full Understanding of Attendance/CT. RemarksUse of checkbox Attendance Lock, C.T. Remarks Lock Health Lock underAttendance/CT. RemarksUse of Result Date under Attendance/CT. RemarksUse of Working Days andAttendance Range under Attendance/CT. RemarksUse of Sync with Attendance ButtonHow to import class-teacher remakesUse of Sync with Term Attendance (Health Data)How to Enter Health Data, Class teacher Remark and Attendance manuallyUnderstanding of Student Heath/Awareness |   |  Excellent Very Good Good Average  |
| **Student Health/Awareness**Understanding of Student Heath/AwarenessFrom where we create Awareness and where it will be entered and what is the use of this feature |   |  Excellent Very Good Good Average  |
| **Data Port**How to port Marks/Grades data in bulk |   |  Excellent Very Good Good Average  |
| **Reports**How to export Report Cards, Consolidated Reports and Customized ReportsHow to publish report cardBrief Understanding of Range AnalysisBrief Understanding of Graphical AnalysisBrief Understanding of Class Analysis ReportTeacher Performance Report |   |  Excellent Very Good Good Average  |
| **Setup**Understanding of Copy Exam SchedulesUnderstanding of Lock Exam Schedules (Term wise and Subject Wise)Understanding of Sub Activity AssignmentUnderstanding of Goal/AwarenessUnderstanding of Subject Report Configuration. (From where we can hide/add report cards/consolidated excel reports)Brief understanding of Optional Subject Mapping |   |  Excellent Very Good Good Average  |
| **Marks Publish in Student Login**Use of check box ***Marks show in Student Login*** while adding Term Name |   | Excellent Very Good Good Average  |
| **Unlock Exam Subject Requests**Understanding of Unlock Exam Subject Request**Examination Report Engine**Understanding of Examination report engine. |   |  Excellent Very Good Good Average  |

**Remarks by Module in charge (also mention if issue/requirements):**

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 **Remarks by Implementation Consultant:**

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**DISCUSSION POINTS**

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**Signature of Implementation Consultant School Seal**