**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 terms  How to in-active assessment structure  Use of filter and search button  While adding classes, use of Max Optional Subject, Marks Round of, No. of Decimal, Fail Over Percentage  Class wise Grade Structure  How to in-active grade structure  While adding grades, understanding of Scale Point and Grade Image  How to assign Grade Structure and Assessment structure into classes  Class wise Subjects creation  Understanding of Scholastic and Co-Scholastic  While adding subjects, understanding of Abbreviation, Subject Type (Scholastic/Co-Scholastic) Option checkbox, Include in CGPA and Exclude in Attendance  Use and Impact of sequence of Subject  How to copy subjects from on class to another class |  | Excellent Very Good Good Average | |
| **Exam Schedule**  Understanding of Examination Schedules  Understanding of Entry Status under Exam Schedules  Use of Sequence in Exam Schedules  Use of filter and search button  Understanding 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 schedules  How to rename activity name in bulk  Export to Excel button Understanding for Exam Schedules  Use of Practical check box  Exam schedule wise data port understanding  Use of Activity option under action icon in Exam Schedules  Brief 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 Marks  While marking marks entry use of Audit Log  Understanding of AB/ML/NA/EX cases  Understanding for Award List and Blank Award List |  | Excellent Very Good Good Average |
| **Attendance/C.T Remarks**  Full Understanding of Attendance/CT. Remarks  Use of checkbox Attendance Lock, C.T. Remarks Lock Health Lock underAttendance/CT. Remarks  Use of Result Date under Attendance/CT. Remarks  Use of Working Days andAttendance Range under Attendance/CT. Remarks  Use of Sync with Attendance Button  How to import class-teacher remakes  Use of Sync with Term Attendance (Health Data)  How to Enter Health Data, Class teacher Remark and Attendance manually  Understanding of Student Heath/Awareness |  | Excellent Very Good Good Average |
| **Student Health/Awareness**  Understanding of Student Heath/Awareness  From 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 Reports  How to publish report card  Brief Understanding of Range Analysis  Brief Understanding of Graphical Analysis  Brief Understanding of Class Analysis Report  Teacher Performance Report |  | Excellent Very Good Good Average |
| **Setup** Understanding of Copy Exam Schedules  Understanding of Lock Exam Schedules (Term wise and Subject Wise)  Understanding of Sub Activity Assignment  Understanding of Goal/Awareness  Understanding 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**