

Registration of Answer Books & Mark Entry

Registration of Answer Books :

This is the process of recording of all answer books given to CAP Centre -

- 1 Click on CAP short cut
- 2 Enter user name & password & click on login button
- 3 Registration form will appear
- 4 Select all option, click in Barcode text box & scan the barcode using barcode scanner then click on get B.No. button, if record found then click on registration button to register answer book. If error occurred then enter B.No written on markslip in B.No text box, if still error occurred please contact Shri.Pramod Patil on 9922996863 and proceed as instructed by him. If B.No. found then click on register bundle to save it.
- 5 For next entry, click in barcode box & scan the bar code on mark slip and repeat the procedure from sr.no.3 above, till completion of the Registration of Bundle of that subject & paper of that course & class.

Mark entry

Mark entry is possible only After Registration of answer book :

- 1 Click on CAP short cut
- 2 Enter user name & password & click on login button
- 3 Click on mark entry menu
- 4 Select the examiner for which you are entering the mark & click on proceed button
- 5 Select all options. Click in barcode text box & scan the bar code on mark slip & click on get B.No.
- 6 If the B.No. appeared on screen & B.No on the mark slip matched then click on submit button & then click on total marks box, enter the marks then select remark & click on save button.
- 7 If scanned barcode does not matched, system will ask to enter B.No. printed on upper right side of mark slip. Click in B.No Box then enter the B.No. in the B.No.Box & click on submit button then click in total marks text box then select remark & click on save button.
- 8 For next mark entry click on barcode box & scan the barcode on the next mark slip click on get B.No. button and repeat the procedure from sr.no.4 above till completion of the mark entry of the bundle.
- 9 For the mark entry of examiner 2, repeat the procedure from sr.no.2 to till the completion of the mark entry of the bundle of the examiner 2.
- 10 If mark entry person has to check the total mark done click on data entry status select options and you are get the status. Click on Logout to close all operations.

Verifier Login

- 1 Click on verifier short cut.
- 2 Enter username & password & click on login button.
- 3 Click on verification menu.
- 4 Select Examiner.
- 5 Click in barcode test box.
- 6 Scan the barcode then click on view button.
- 7 If found, total marks will be displayed in marks by Examiner Box.
- 8 If the marks displayed on Screen and marks on mark slip are same then click on verify. To confirm the verification click on confirm button. You cannot further change the marks if the changes are confirmed by clicking confirm button.
- 9 If the marks displayed and the marks written on mark slip differs, and you want to change the marks on the screen click on Edit button then click on marks by Examiner text box, change the marks. Select the Remark none, then click on verify button, then click on confirm button to confirm the verification.
- 10 Carry on this verification process for every mark slip till end of bundle.
- 11 Repeat the process from Sr.No. 4. for verification of examiner 2 marks till the end of Bundle.

To find the verification status, click on dashboard and select the all options then click on search button.

For printing the mark lists :

- 1 Click on marks list menu.
- 2 Make the appropriate selection to observe the status.
- 3 An icon of Pdf file will appear at the upper right corner well above the table list, click on that Icon. A Soft copy of the mark list of that particular bundle of Examiner 1 / Examiner 2 will appear print the mark list and make signature of verifying person with name on that mark list.

Click on Logout to close the operations of verifier.

Director Login

- 1 Click on Director short cut.
- 2 Enter username & password & click on login button.
- 3 Director can verify mark entry, verification status as per the selection.
- 4 Log out to close the operation.