

## How to Upload Exam Center Mapping?

Exam Center Mapping allows state directorates to configure exam center for each ITI. MIS System allow exam center to differ on the basis of Semester, Trade, Shift, Unit and papers (Practical in exam center and theory papers in other exam centers). All State Directorate Approver accounts have access to upload Exam Center Mapping.

Functionality is available in MIS portal under **MIS > SPIU > Academics > Assign Exam Center > Upload Center Mapping**.

Screen will allow you to upload/overwrite existing exam center mapping using for current session by excel sheet upload functionality. By default previous session exam center mapping is moved to new session automatically.

Upload template has following key fields:

- 1. ITI Code**

ITI code is mandatory field to specify MIS ITI code of ITI for which exam center mapping is specified. Only valid 10 character MIS ITI code's accepted.

- 2. Semester**

Some states have separate exam centers for same trainees of same ITI. In this case specific semester is should be specified, otherwise data can be uploaded using value "All" in Semester field.

Please note that if semester wise mapping is done, then data should be captured in template for all applicable semesters separately.

- 3. Trade Code**

Some states have separate exam centers for different trades of same ITI. In this case specific trade code is should be specified, otherwise data can be uploaded using value "All" in Trade code field. Once proper trade code is selected/entered in template, respective trade name will automatically populate in Trade Name column (last column) thus providing a reference point. This is done to avoid mistakes in trade code column.

Please note that if trade wise mapping is done for an ITI, then data should be captured in template for all applicable trades of ITI separately, and "All" in trade code cannot be used.

- 4. Shift Id**

Some states have separate exam centers for different Shifts of same trades of same ITI. In this case specific Shift ID should be specified, otherwise data can be uploaded using value "All" in Shift ID field. While upload Shift ID wise mapping it's required that trade code should also be specified and data is not loaded by using "All" in trade code. Please note that if shift wise mapping is done for an ITI, then data should be captured in template for all applicable trades and shifts separately, and "All" in trade code and shift id cannot be used.

**5. Unit Id**

Some states have separate exam centers for different Units of same trades of same ITI. In this case specific Unit ID should be specified, otherwise data can be uploaded using value "All" in Unit ID field. While upload Unit ID wise mapping it's required that trade code and Shift ID should also be specified and data is not loaded by using "All" in trade code or Shift ID. Please note that if Unit wise mapping is done for an ITI, then data should be captured in template for all applicable trades, shifts and units separately, and "All" in trade code, shift id and unit id cannot be used.

**6. Paper (Theory/Practical/All)**

MIS system also allows separate mapping by paper type. If same exam center is assigned to ITI for both theory and practical papers, then "All" in Paper field can be used.

**7. Center Code**

Center Code is MIS ITI Code of the exam center for the ITI. In some state there are few Non ITI Exam Centers as well. Data for these exam centers is already upload and can be seen on Upload screen. While specifying Center Code proper MIS generated ITI or Non ITI Exam Center Codes must be used.

Please note if ITI is self-center, same ITI code should be specified in center code as well.

**8. Remarks**

Remarks field is to capture any other relevant information about the mapping.

**9. Trade Name**

Trade name is **non editable** lookup field, which looks up trade name on the basis of trade code entered. This is done to avoid mistakes in trade code column.

Please note:

- While uploading data, exact template provided must be used (link for which is available on the screen) any changes in column name, sheet name, merging of cells etc. will render template useless and data will not be uploaded.
- If there is no change in data, State Directorate should download and review current mapping from the screen.
- Process is designed in such a way that it overwrites existing mapping for ITI when new mapping for ITI is uploaded, thus if there is any change in exam center mapping, complete mapping for the ITI must be uploaded again.
- If Hall ticket for an ITI is already generated for the session, system will not allow you to change exam center mapping. Thus, data must be uploaded before deadline and no changes are allowed once hall tickets are generated.
- If new Non-ITI exam center needs to be created for state, data must be shared with support team ([support.dget@wipro.com](mailto:support.dget@wipro.com)) in following format. It must be ensured that duplicate records are not created in system.

Name	Address	District	State

Steps to upload data is quite simple.

1. On page load current session will be populated automatically and user will not be able to change it.
2. Excel Template filled with data should be selected using chose file and upload button must be clicked.
3. On upload click system will upload file and process is instantly and display the results.
4. Error if any with proper error details will be displayed once process is complete.

Upload Exam Center Mapping For SPIU		
1. The Page is used to upload Trade Testing Center Mapping with ITI. 2. Uploading new data for an ITI will replace all existing mapping for an ITI, thus when uploading data for ITI, please specify complete examination center mapping for the ITI. 3. To get Non ITI Examination Center use Download option provided below. If new Non-ITI Examination Center needs to be added, please contact support.		
<small>All fields marked with * are mandatory.</small>		
Examination Session:	<input type="text" value="Jul-2016"/> *	<a href="#">1. Download Upload Template</a> <a href="#">2. Download Existing Exam Center Mapping</a> <a href="#">3. Download Missing Exam Center Mapping</a> <a href="#">4. Download List Of Non-ITI Exam Center</a>
Please select Excel file to Upload Exam Center Mapping:	<input type="button" value="Choose File"/> No file chosen * Only xls and xlsx files are allowed.	
<input type="button" value="Upload"/>		

5. **Download Upload Template** link allows you to download template that will use for upload exam center mapping.
6. **Download Existing Exam Center Mapping** link allows you to download existing mapping for review. Data exported is more or less in format used by upload template.
7. **Download Missing Exam Center Mapping** link allows you to identify if any ITI is still missing exam center mapping. No data in this export means that exam center mapping is comprehensive.
8. **Download List of Non-ITI Exam Center** link allows user to download list of Non ITI Exam Centers already created for the State.

All State Directorates are required to upload mapping well with in time line, to ensure timely hall ticket generation.

Please contact support ([support.dget@wipro.com](mailto:support.dget@wipro.com)) for any queries/suggestions.