

FOR PRINCIPALS, EXAM COORDINATORS AND SCHOOL OWNERS

The whole exam office, **on one computer.** Nothing online.

*Timetables, hall tickets, seating, question papers,
bubble-sheet tests, marks, analysis, marks cards and
annual results, in one desktop application that never
connects to the internet.*

What Insight is

Insight is exam-management software for schools from kindergarten to Class 10. It is installed on the exam office's Windows computer and does all of its work there. It does not use the internet, a server, the school's network or a cloud account. It has no monthly fee to keep your data reachable, and no outside company holds your students' records.

Everything the exam office produces in a year is made in Insight from the same data, entered once:

- **Before the exam:** the timetable for every class at once, hall tickets, question papers with answer keys and sets A to D, and bubble sheets for multiple-choice tests.
- **On the exam day:** seating plans that keep classmates apart, door lists, attendance sheets, answer-packet labels and the invigilation duty chart.
- **After the exam:** marks entry, scanned bubble sheets marked by the computer, analysis in plain language, marks cards with a progress chart and encouraging feedback, and the annual result with grace marks, supplementary exams and the result register.

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Internet connections

The app blocks every outside request. Your data stays on your computer.

1

Place for everything

Students, exams, papers, marks and results live in one file on one computer.

7

Daily backups kept

One is made automatically each day, and the last seven are kept.

Built by thinking like the people who run exams: the teacher entering marks at 9 pm, the coordinator seating 300 students in eight rooms, and the principal signing 300 marks cards.

What makes it different

Most school software is a website you rent. Insight takes the opposite approach, and that shapes everything below.

1 • Truly offline, by design

Insight has no online mode to switch off. Every web request is refused inside the app, and the school's data is never uploaded. It works during a power-backup-only morning, in a school with no broadband, and on exam day when the network is down. Student records, marks and papers stay on the school's own computer.

2 • Your data is safe, even from mistakes

Insight makes a backup every day by itself and keeps the last seven. Before any restore, reset or new academic year, it saves a safety copy first. A backup can be encrypted with a password (AES-256). If the data file is ever damaged, by a power cut for example, Insight notices when it starts, writes nothing to the damaged file, and offers to restore the latest good backup in one click. Finished marks can be locked with the Admin PIN, and every change to marks is recorded.

3 • Real exam-office work, not forms

- **The timetable is worked out for you.** Insight finds the shortest timetable that keeps every rule: holidays, weekdays with no exam, study days before each subject (which can be different for each class), two papers a day if you allow it, pairs of subjects written on the same day, and a finishing date. *Shuffle* gives another timetable just as short that still keeps every rule.
- **Seating that keeps classmates apart.** Classes are mixed across benches so no student sits beside or behind a classmate; seats are left empty rather than seating classmates together when there is room. In testing with 5 classes, no student had a classmate as a neighbour.
- **Question papers you edit on the page.** The paper appears the moment you choose the class and subject. Click a question to swap it, change the pattern, and the paper re-flows. Answer keys and sets A–D are one click away.

4 • Bubble-sheet (OMR) tests without an OMR machine

Insight prints a personalised A4 answer sheet for every student, with name and roll number. Scan the filled sheets with an ordinary scanner, or photograph them with a phone, and Insight marks them on the same computer. It finds the sheet's corners, straightens the picture, reads every bubble, and sends doubtful answers (two circles, faint marks) to you to check against the picture. It then shows which questions were too hard, which wrong option attracted students, and warns when the top scorers disagree with the answer key.

5 • Analysis a principal can act on

Instead of a wall of numbers, Insight writes its findings in plain sentences (“Mathematics is the most challenging subject: 63.6% average, 98% pass”) and places every student in a category such as *needs*

attention, significant improver or consistent high, with the reason and a suggested next step.

6 • Marks cards that encourage

Each card shows the student's marks, a chart of their progress through the year, and written feedback built from their own results: strengths first, then one clear next step. The wording is always constructive, and teachers can edit any remark before printing.

7 • Annual results under your school's rules

Choose which exams count and how much, the pass marks, grace-mark limits, the supplementary-exam limit, minimum attendance and no-detention classes. Insight decides each student's result, explains it in words, and prints the result register and letters to parents. Grace goes to the smallest shortfalls first and is always shown on the register; raw marks are never changed. A student with a paper still unmarked is shown as *incomplete*, never decided early.

8 • Your school's look on every page

Your logo, seal, address and the Principal's and Exam Coordinator's signatures print on every document. Document Studio sets the style, colour, typeface and header layout once, and hall tickets, papers, timetables, seating plans, marks cards and reports all follow it.

9 • Start any time of the year

A school that begins mid-year doesn't lose its earlier exams. Their marks come in from Excel (Insight's ready template, the school's own sheets, or a list exported from other software), with every value checked and every problem explained. From the first day, analysis, marks cards and the annual result cover the whole year.

10 • Every branch at a glance, still offline

Each branch sends head office one small file of averages and counts, with no student names or marks. Head office sees each branch on its own tab and compares them side by side. The file can't be edited without Insight noticing, and a head office can run a comparison-only licence that holds no student data at all.

Good to know. Insight's screens are in English. Hindi and Kannada questions are kept, imported and printed in their own script, in fonts that come with Insight. Insight is for exam work; it does not handle fees, transport or admissions.

KEY FEATURES

Everything in the box

Area	What your staff can do
First-run setup	A five-step wizard: school details, signatories, grading scale, classes and students. A demo school can be loaded to explore first.
School profile	Logo, seal, address, affiliation and contact details, checked as you type. Signatures from a photo of the signature on paper: Insight removes the background. Signatures can also be drawn.
Classes & students	Classes, sections, subjects with maximum marks and electives. Import students from Excel in the layouts schools already use; every row is checked before anything is saved. Incomplete records are flagged. Edit many students at once as a table. A class teacher for each section, and each parent's mobile.
Past exams	Marks of exams already held, brought in from Excel when a school starts mid-year.
Academic planner & attendance	Working days, holidays (from the school calendar file) and exam windows; monthly attendance sheets from class teachers, checked on import.
Exam schedule	One timetable for all classes, with holidays, study days per class, sessions and a finishing date. Move any paper; clashes are shown at once. Shuffle for an alternative.
Hall tickets	Three copies per A4 sheet (or one or two), with the exam timetable, an invigilator signature column and printed signatures. One PDF for the school, a class or one student.
Exam day	Rooms and staff entered once. For each sitting: seating plans, door lists, attendance and signature sheets, packet labels, and a fair invigilation duty chart.
Question bank	16 question types, from multiple choice to case studies and map work, organised by class, subject, chapter and subtopic. Smart Import reads Word, PDF and Excel files; you check every question before it is saved, and duplicates are pointed out.
Paper generator	A live paper you edit on the page. Ready patterns, chapter and subtopic choice, difficulty balance, the syllabus covered printed on the paper, answer keys and sets A–D.
OMR tests	Personalised bubble sheets (up to 100 questions), negative marking, up to four paper sets, keys taken from a saved paper, marking from scans or phone photos, question-wise analysis, and marks saved into Marks Entry.
Marks entry	A keyboard-first grid; paste a column from Excel. AB (absent), EX (exempted) and ML (medical leave) codes. Marks above the maximum are refused and highlighted. Lock with the Admin PIN. Teachers can also fill ready sheets (per section or per subject) on their own computers; the office imports them all together.
Analysis	Key findings, trends through the year, subject averages, grade distribution, section-by-subject comparison, student categories with reasons, student profiles, and a Result Analysis PDF for staff meetings.
Marks cards	For one exam or the whole year, with progress chart, class average, optional rank, co-scholastic grades, attendance and editable feedback. One PDF, a ZIP with a PDF per student, or a WhatsApp share pack: a folder per class teacher with a send list of parents' mobiles.
Annual results	Weightage, pass rules, grace marks, moderation, supplementary exams, attendance rules, no-detention classes and principal overrides with the reason recorded. Result register and parent notices.
Branch Overview	Each branch exports a summary file (aggregates only); head office sees every branch on its own tab and compares them. A head-office licence opens only this view.
Settings & backup	Automatic, manual and encrypted backups; restore with a safety copy; one Admin PIN with a recovery code; grading scales; the full data in one Excel workbook; activity log; new academic year wizard.
Updates	Updates arrive as a single signed file on a pen drive or by email. Insight checks it is genuine, backs up your data, installs, and reopens with a note of what's new.

The difference you will see

These are the changes staff notice in the first term, described as they happen in the software.

Task	Usually	With Insight
Exam timetable	Worked out on paper or in a spreadsheet, class by class, then checked for holidays and gaps.	Laid out for all classes at once, keeping every rule you set, with a green note when every paper has its study days.
Hall tickets	Typed or mail-merged; signatures added by hand.	One PDF for the whole school, signatures printed, three copies per sheet.
Seating plans	Drawn per room, checked by eye for classmates sitting together.	Made for every room from the timetable, with classes mixed. Door lists, attendance sheets and labels come with them.
Question papers	Copied from old papers and retyped; answer keys made separately.	Built from your question bank on a live page; answer key and alternative sets included.
MCQ tests	Marked by hand, or with a dedicated OMR machine and special sheets.	Plain paper printed at school, scanned or photographed, marked on the same computer.
Marks	Collected on paper, then retyped into a spreadsheet; totals and ranks by formula.	Typed once into a grid; totals, percentages, grades and ranks follow automatically.
Understanding results	Averages in a register.	Findings in sentences, and a list of who needs attention, why, and what to do next.
Marks cards	Remarks written by hand for every student.	A suggested, encouraging remark for each student, ready to edit, with a progress chart.
Promotion list	Calculated by hand with the school's grace rules.	Decided under your rules, explained in words, printed as a register.
Sending reports home	Printed cards sent home, or PDFs gathered by hand for each parent.	A folder per class teacher with every card named for its student and a list of parents' mobiles to send them on WhatsApp.
Comparing branches	Each branch emails its own spreadsheet; head office merges them.	Each branch sends one small file; head office sees every branch side by side, class by class and subject by subject.
Starting mid-year	Earlier marks stay in old registers; this year's picture starts from zero.	Earlier exams come in from Excel, so trends, marks cards and results cover the whole year.
Keeping data safe	Depends on someone remembering.	A backup every day by itself, and a safety copy before anything risky.

BENEFITS

What you can rely on

Benefits that follow directly from how Insight is built, so they hold every day, not only on a good day.

Privacy you can explain to parents

Student records never leave the school's computer. There is no account to be hacked and no third party holding the data.

Works without the internet

A broadband outage on exam day changes nothing. Insight never needed it.

Enter once, use everywhere

A student added once appears on hall tickets, seating plans, bubble sheets, marks cards and the result register.

Fewer errors in marks

Marks above the maximum, and anything that is not a plain number, are refused and highlighted, with a banner counting the marks not yet saved.

Results that can be defended

Every decision has its reason in words. Grace, moderation and overrides are recorded, with the name and reason. Raw marks are never altered.

Documents that look like yours

Every printed page carries your logo, colours and signatures in one consistent design.

Recovery in one click

Daily backups, safety copies before every restore, and a recovery screen if the data file is ever damaged.

Easy to start, even mid-year

Students and earlier exams' marks come in from the Excel sheets you already have, so this year's trends are complete from day one.

Built to a standard

- **Tested end to end.** Automated tests drive the real application from an empty school through setup, import, timetable, hall tickets, marks, marks cards, analysis, exam day, results, backups, OMR and updates, and check the printed PDFs against figures worked out by hand.
- **Security reviewed.** The app runs in a locked-down window, refuses every network request, accepts only signed licence and update files, and slows down, then locks, repeated wrong PINs.
- **Fast at scale.** Tested with 2,500 students and 120,000 marks.

How schools get Insight

Insight is installed on a Windows 10 or 11 computer (64-bit with 8 GB recommended; a 32-bit edition is available); each installation serves one school or branch. It is activated with a licence file made for that computer and a 30-day trial licence is available. Updates arrive as a signed file and are installed from Settings in a few clicks. Branch Overview compares branches from their summary files.