

Dwaraka Doss Goverdhan Doss Vaishnav College (Autonomous)

Online Exam Evaluation Interface User Help Guidance – December 2020

ONLINE EXAM EVALUATION WEB PORTAL USAGE AND NAVIGATION HELP INSTRUCTIONS & GUIDELINES FOR EVALUATORS OF DECEMBER 2020

Geetha. S



PRELIMINARY

- ✓ **The Evaluator should read the instructions and guidelines provided by the colleges thoroughly and understand them**
- ✓ **In addition the user help guidelines provided here in also be read**
- ✓ **The Evaluator should login using the link provided by the COE section.**
- ✓ **The Login ID is the registered mobile number of the evaluator and OTP verification will be done.**
- ✓ **An easy to use dashboard to assess the progress of the evaluation will help to complete the evaluation.**

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Login in to the Webportal – Step 1

For Online Exam Evaluation – December 2020. The below interface will appear

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(Autonomous)
College with Potential for Excellence
Linguistic Minority Institution
Affiliated to University of Madras
Online Evaluation 2020 December

Evaluator Login All Fields are Mandatory

Mobile No

Login

The Evaluator should enter his/her Registered Mobile Number provided to the college.

THEN CLICK THE LOGIN BUTTON TO GO TO THE NEXT STEP

If entered Mobile Number is incorrect, the interface will not allow to login. Please check the mobile is correctly entered or not.

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OTP Verification – Step 2

After entering the Registered Mobile Number the evaluator will receive an OTP which should be entered in the interface appearing as shown in below.

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Validate Mobile No. :

Contact Mobile No. :

* Enter OTP : 532468

Submit OTP

Close

Receipt of OTP may take upto 3 minutes, Please wait. If you don't get within 3 minutes, then reattempt.

The Evaluator should enter the OTP received on his/her Registered Mobile Number provided to the university

THEN CLICK THE SUBMIT BUTTON TO GO TO THE NEXT STEP

If the entered OTP is correct, the interface will allow to the evaluator to login.

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Success Login – Step 3

On Successful verification of the OTP entered the evaluator will get the screen as shown below.



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Home Logout

Evaluator Name: XXXXXXXXXXXX
Evaluator Mobile No.: 9XXXXXXXXXX

Subject Code	Subject Name	Script Count				Click To Evaluate	Question Paper Download
		Total	Evaluated	Invalidated	Evaluation Pending		
1930316	Core Paper XVI - Total Quality Management	58	1	1	56	To Evaluate	Question Paper

The Screen will display the Evaluator details of the allocated Subject Code with the total no of papers to be evaluated.

BY CLICKING THE TO EVALUATE BUTTON THE EVALUATOR WILL BE ENABLED TO EVALUATE THE ANSWER SCRIPT ASSIGNED TO HIM/HER.

BY CLICKING THE QUESTION PAPER BUTTON THE EVALUATOR CAN DOWNLOAD THE QUESTION PAPER AND VIEW



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Evaluation Interface

By clicking on To Evaluate button as explained on previous screen. The mark entry interface will appear shown as below.

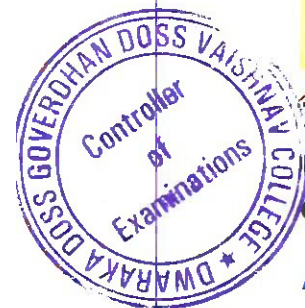
IF THE ANSWER SCRIPT IS NOT READABLE / IRRELEVANT / BLANK E.T.C. THE EVALUATOR SHOULD CLICK ON THE INVALID SCRIPT BUTTON PROVIDED AFTER CHECKING.

The Screen show the answer booklet of the student in the left side, the evaluator can move up and down the scroll bar to navigate and view the answer booklet page by page and enter the marks.

THE SAVE AS DRAFT BUTTON TO BE USED TO SAVE THE MARKS ALREADY BEEN ENTERED AND IF EVALUATOR WANTS TO HAVE A BREAK FOR FEW MINUTES. WHENEVER THE EVALUATOR RELOGINS THE SAME ANSWER BOOKLET WILL BE DISPLAYED FOR FURTHER COMPLETION OF EVALUATION.

AFTER ENTERING OF MARKS EVALUATOR SHOULD TICK ON "CHECK IF EVALUATION COMPLETED" CHECK BOX TO SAVE CURRENT AND VALUE NEXT BUTTON. TO SAVE THE MARKS ENTERED AND AUTOMATICALLY BRINGS THE NEXT STUDENT ANSWER BOOKLET FOR EVALUATION.

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Dashboard of the Evaluator

Dashboard



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Home

Logout

Evaluator Name: BXXXXXXXXXX

Evaluator Mobile No.: 9XXXXXXXXXX

Subject Code	Subject Name	Script Count				Click To Evaluate	Question Paper Download
		Total	Evaluated	Invalidated	Evaluation Pending		
1930316	Core Paper XVI - Total Quality Management	58	1	1	56	To Evaluate	Question Paper

The Evaluator dashboard interface shows the total count of the answer script evaluated if any pending also can be viewed .

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