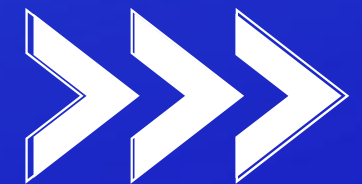


Examiner To Associate OR Head Help Document



A]Examiner Login-

- Examiner login with credentials that he/she received on registered Email ID and mobile.
- In the Credentials details evaluation link, username, and password is given.

Choose Account Type

Examiner Associate Head Head

Hello Examiner ! Please enter your details to get started.

422EXE7@icsi.edu

.....

q i n p

qinp

Remember Me

Login

← Select user type

← Enter captcha code and click on login button



B]Fill Personal Details

- Need to fill Personal Details form on first login
- Enter the Qualification, Designation Residential Address Occupation address
- Upload 2 photo (front face and cross face) and signature
- After filling all the details select the declaration check box and click on 'Submit' button.
- The form shown for first time

Fill Personal Details

| | |
|--|---|
| <p>* Examiner Name : <input type="text" value="Examiner"/></p> <p>* Qualifications : <input type="text" value="Ph.d"/></p> <p>* Residential Address : <input type="text" value="New Delhi"/></p> <p>* Mobile 1 (Registered) : <input type="text" value="9999999999"/></p> <p>* Examiner Email : <input type="text" value="422EXE7@icsi.edu"/></p> <p>* Photo 1 : <input type="button" value="Choose File"/> image (10).png <small>Photo size should between 50 to 200 KB. (Allowed extensions '.jpg' '.jpeg' '.png')</small></p> | <p>* Examier Code : <input type="text" value="Examiner_1"/></p> <p>* Designation: : <input type="text" value="Professor"/></p> <p>* Occupational Address : <input type="text" value="New Delhi"/></p> <p>Mobile 2 (Alternative) : <input type="text"/></p> <p>Email 2 (Alternative) : <input type="text"/></p> <p>* Photo 2 : <input type="button" value="Choose File"/> image (10).png <small>Photo size should between 50 to 200 KB. (Allowed extensions '.jpg' '.jpeg' '.png')</small></p> |
| <p>* Signature : <input type="button" value="Choose File"/> image (2).png <small>Signature Photo size should between 20 to 200 KB. (Allowed extensions '.jpg' '.jpeg' '.png')</small></p> | |

Declaration:
I hereby declare and confirm that-

(i) I have gone through the instructions of the Institute, Question Paper, Model Solution and Marking Scheme of the subject and I will observe the same.

(ii) I have fully understood the working of the portal and attended requisite training for evaluation of the answer books.

(iii) I understood that the decision of Head Examiner and / or Associate Head Examiner will be final .

C]Check Quota Paper(s) -

- All assigned papers are shown on the dashboard page with fixed evaluation quota in check external paper(s) button (Fixed papers for evaluation)
- Subject details are shown on the paper with the evaluation's last date Paper Click on the check paper button to start the evaluation of the paper.
- Below Paper Check Status shown On Paper Screen
 - 1] Enabled Booklets(s)
 - 2] Checked By You
 - 3] In Progress
 - 4] Rejected

The screenshot displays the ICSI dashboard interface. At the top right, the user is logged in as '422EXE7@icsi.edu | sdsd' with a connection speed of '2.80 Mbps' and a 'Log Out' button. The main navigation bar includes buttons for 'Check Quota Paper(s)', 'Video Overview', 'Help Document', 'Examiner Instructions', and 'FAQ'. A search bar is located on the right side of the navigation bar.

The main content area shows details for 'Company Law - English'. The course is 'EXECUTIVE', the module is 'MODUEL - 1', and the exam month & year is 'JUNE - 2023'. The evaluation last date is 'Aug 31, 2023'. There are links for 'Question Paper' and 'Model Answer', both labeled 'Click here'.

| Enabled Booklet(s) | Checked by you | Inprogress | Rejected |
|--------------------|----------------|------------|----------|
| 6 | 4 | 0 | 0 |

At the bottom of the card, there is a 'Check Paper' button.

D]Main Evaluation Page

- On the evaluation, the page head examiner needs to read the student's answer to the given question and put respective annotations against the same.

The screenshot shows the evaluation interface with the following callouts:

- Correct/Wrong annotation are used as per answer steps**: Points to the green checkmark and red X icons in the annotation toolbar.
- Seen page and unseen bulk blank page buttons are available to mark (seen) remaining and to unmark (unseen) wrong pages**: Points to the eye and eye-off icons in the annotation toolbar.
- Orange color indicates that current question selection and green color indicates question is evaluated**: Points to the orange 'Q1.a 1' label and the green checkmark next to it.
- Assign Head Examiner Score**: Points to the 'Evaluator Score' column in the questions table.
- Undo button used to undo the previous steps for the selected question**: Points to the undo icon in the annotation toolbar.
- Delete button used to delete all annotations against that question**: Points to the trash icon in the annotation toolbar.
- After annotating each question and putting annotations on each page "finish Paper" buttons gets enabled**: Points to the 'Finish Paper' button in the bottom right.

The interface includes a header with 'Back', 'ID : 305694', 'Subject : Company Law - English', 'Time Taken : 00:05:02', and '0.24 Mbps'. The main area shows 'Page Number : 3' and a scanned page with handwritten answers. The right sidebar contains a table of questions and scores, a 'Calculate Total Score : 9.00 / 100.00' button, and 'Reject Paper', 'UFM', and 'Finish Paper' buttons. At the bottom, it shows 'Total Pages : 28', 'Visited : 28', and 'Not Visited : 0' with a grid of page numbers.

E]Main Evaluation Page-

- After clicking on the finish paper button one confirmation popup is shown and once the evaluator clicks on yes current paper checking is finished and the evaluator able to check the next paper.

Paper Summary

Marks Obtained : 9.00 Out Of : 100.00

Not Attempted Questions :

Q1c 3, Q1 d 1, Q1 d 2, Q1 d 3, Q2a 1, Q2 b 1, Q2c 1, Q2d 1, Q2e 1, Q2Ai 1, Q2A ii 1, Q2A iii 1, Q2A iv 1, Q2A iv 2, Q2A v 1, Q3a 1, Q3a 2, Q3a 3, Q3 b 1, Q3 b 2, Q3 c1, Q3 c2, Q4a 1, Q4a 2, Q4b1, Q4b2, Q4b3, Q4c1, Q4c2, Q4d 1, Q4d 2, Q5a 1, Q5a 2, Q5b 1, Q5b 2, Q5c 1, Q5c 2, Q5c 3, Q5c 4, Q5d 1, Q5e 1, Q5e 2, Q5e 3, Q5e 4, Q5Ai 1, Q5Ai 2, Q5A ii 1, Q5A ii 2, Q5A ii 3, Q5Aiii 1, Q5A iv1, Q5A v1, Q5A v2, Q5A v3, Q5A v4, Q6 a 1, Q6 a 2, Q6 b1, Q6 b2

Are you sure you want to submit a paper?

Yes No

Not Attempted
Question

Click on “Yes” to
finish paper
checking for the
current paper And
“No“ for continue
with paper
checking

Score confirmation popup
shown for on finish paper check
button.



G]Paper Checking Finished by Examiner

- Same as a Examiner also completed paper with fixed evaluation quota in check external paper(s) button
- Allocated paper checking completed by Examiner.
- Quota papers – 5 (Fixed Allocated Papers)
- Checked paper - 5

Check Quota Paper(s) Review Paper(s) Video Overview Help Document Examiner Instructions FAQ

Search

Company Law - English

Course : EXECUTIVE

Module : MODUEL - 1

Exam Month : June

Evaluation last date : Jul 1, 2023

Question Paper : [Click here](#)

Model Answer : [Click here](#)

| Enabled Booklet(s) | Checked by you | Inprogress | Rejected |
|--------------------|----------------|------------|----------|
| 6 | 5 | 1 | 0 |

Check Paper

F] Paper Checking Finished

- Allocated paper checking completed by Examiner.
- Quota papers – 5 (Fixed Allocated Papers)
- Checked paper - 5

The screenshot shows the ICSI Examiner Dashboard for Exam Paper Data. The browser address bar indicates the URL: <https://osm.icsi.edu/ExaminerDashboard/ExamPaperData>. The user is logged in as 422EXE7@icsi.edu | sdsd with a connection speed of 1.60 Mbps. A "Log Out" button is visible in the top right corner.

A "Back" button is located at the top left of the dashboard content. Below it, the subject is identified as "Company Law - English". A button labeled "Click Here to Start New Booklet Checking" is positioned above the data table.

| Assignment ID | Check Answersheet | Is Checked | Evaluator Marks | Answersheet Check Date | Reviewed |
|---------------|---------------------|------------|-----------------|------------------------|----------|
| 305202 | ReCheck Answersheet | Yes | 4 | Jun 13 2023 6:36PM | NA |
| 305201 | ReCheck Answersheet | Yes | 13 | Jun 13 2023 7:43PM | NA |
| 305199 | ReCheck Answersheet | Yes | 17 | Jun 22 2023 1:55PM | NA |
| 305200 | ReCheck Answersheet | Yes | 5 | Jun 22 2023 2:50PM | View |

H] Head/Associate Login

- Now Papers evaluated by associate are available for review in mapped head examiner login at review paper section

The screenshot displays the 'Review Paper(s)' section of the Head/Associate Login interface. At the top, there are navigation buttons: 'Check External Paper(s)', 'Review Paper(s)', 'Video Overview', 'Help Document', 'Examiner Instructions', and 'FAQ'. A search bar is located on the right side of the top navigation bar.

The main content area is titled 'Company Law - English' and contains the following information:

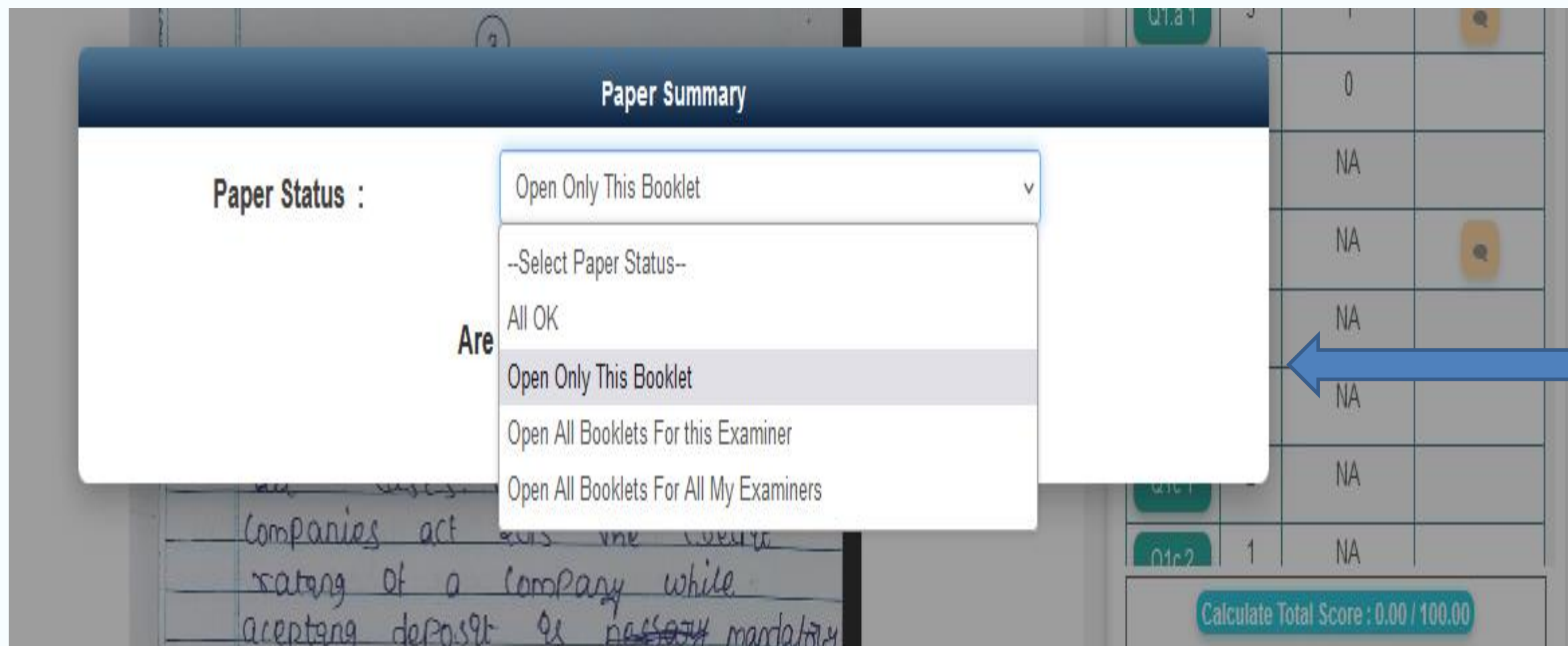
- Course : EXECUTIVE
- Module : MODUEL - 1
- Exam Month : June
- Evaluation last date : Jun 30, 2023
- Question Paper : [Click here](#)
- Model Answer : [Click here](#)

| Enabled Booklet(s) | Checked by you | Inprogress | Rejected |
|--------------------|----------------|------------|----------|
| 5 | 5 | 0 | 0 |

At the bottom of the section, there is a 'Review Paper' button.

J] Head/Associate Examiner Login

- After suggesting score by Head/Associate Examiner he/she can select 'Open Only This Booklet' option from dropdown and click on finish paper checking



Click on "Open Only This Booklet" Button

K] Examiner Login

- In the Examiner Log in Review and commented paper the paper status will shown as 'InProgress'.
- In the Associate Examiner can see the comment when he/she can click on the view

Back

Subject : Company Law - English

Click Here to Start New Booklet Checking

| Assignment ID | Check Answersheet | Is Checked | Evaluator Marks | Answersheet Check Date | Reviewed |
|---------------|---------------------|------------|-----------------|------------------------|----------|
| 305200 | In progress | No | 5 | - | View |
| 305202 | ReCheck Answersheet | Yes | 4 | Jun 13 2023 6:36PM | |
| 305201 | ReCheck Answersheet | Yes | 13 | Jun 13 2023 7:43PM | |
| 305199 | ReCheck Answersheet | Yes | 17 | Jun 22 2023 1:55PM | |

Click On 'View' Button to Review Paper



L] Examiner Login

- When the Examiner click on the 'View' button then he/she can see the Head Examiner's marks Difference.

422EXE7@icsi.edu | sdsd 1.94 Mbps Log Out

Back

Subject : Company Law - Engl

Assignment ID

| Examiner Mail | Role | Q.No | Evaluator Score | Reviewer Score | Marks Difference | Comment | Date Time |
|-----------------|---------------|--------|-----------------|----------------|------------------|---------|--------------------|
| 422HE3@icsi.edu | Head Examiner | Q1.a 1 | 0 | 4.00 | -4.00 | Q1 | Jun 22 2023 2:23PM |

Reviewed

View

NA

NA

ReCheck Answersheet

Yes

4

Jun 13 2023 6:36PM

ReCheck Answersheet

Yes

13

Jun 13 2023 7:43PM



Click On 'Ok' Button

M] Head/Associate Examiner Login

- When Head/Associate Examiner select the 'All Ok' comment then in the Associate Head Examiner can able to the see the 'All ok' comment on the Review paper page.

The screenshot displays the 'Paper Summary' modal in the exam review system. The modal includes a 'Paper Status' dropdown menu with the following options: '--Select Paper Status--', '--Select Paper Status--', 'All OK', 'Open Only This Booklet', 'Open All Booklets For this Examiner', and 'Open All Booklets For All My Examiners'. A blue arrow points from a callout box to the 'All OK' option. The background shows a table with columns for 'Questions', 'Out of', 'Evaluator Score', and 'View Comment'. The table contains the following data:

| Questions | Out of | Evaluator Score | View Comment |
|-----------|--------|-----------------|--------------|
| Q1.a 1 | 5 | NA | |
| | 1 | 0.5 | |
| | 1 | 0.5 | |
| | 1 | 0 | |
| | 1 | | |
| | 1 | 0 | |
| | 2 | NA | |
| Q1c 2 | 1 | NA | |

Below the table, there is a 'Calculate Total Score : 0.00 / 100.00' button and three buttons: 'Reject Paper', 'UFM', and 'Finish Paper'.

Click on "All OK"
Button

N] Examiner Login

- Examiner able to see 'All OK' status in review section for all 'all ok' comments from reviewer.

[Back](#)

Subject : Company Law - English Exam Month : June [Summary Report](#)

| Assignment ID | Name | Check Answersheet | Is Reviewed | Evaluator Marks | Answersheet Check Date | Reviewed |
|---------------|-------------------|-------------------------------------|-------------|-----------------|------------------------|------------------------|
| 305191 | - 422 EXEFIVE | ReCheck Answersheet | Yes | 13 | Jun 21 2023 2:56PM | NA |
| 305192 | - 422 EXEFIVE | ReCheck Answersheet | Yes | 6 | Jun 21 2023 2:56PM | NA |
| 305188 | - 422 EXEFIVE | ReCheck Answersheet | Yes | 23 | Jun 21 2023 2:57PM | NA |
| 305189 | - 422 EXEFIVE | ReCheck Answersheet | Yes | 17 | Jun 21 2023 2:57PM | NA |
| 305190 | - 422 EXEFIVE | ReCheck Answersheet | Yes | 4 | Jun 21 2023 2:57PM | NA |
| 305171 | Demo - 422 AHEONE | ReCheck Answersheet | Yes | 9 | Jun 21 2023 2:55PM | View |
| 305170 | Demo - 422 AHEONE | ReCheck Answersheet | Yes | 2 | Jun 21 2023 2:56PM | All Ok |

Can see the "All Ok"
Comment



Thank You.

