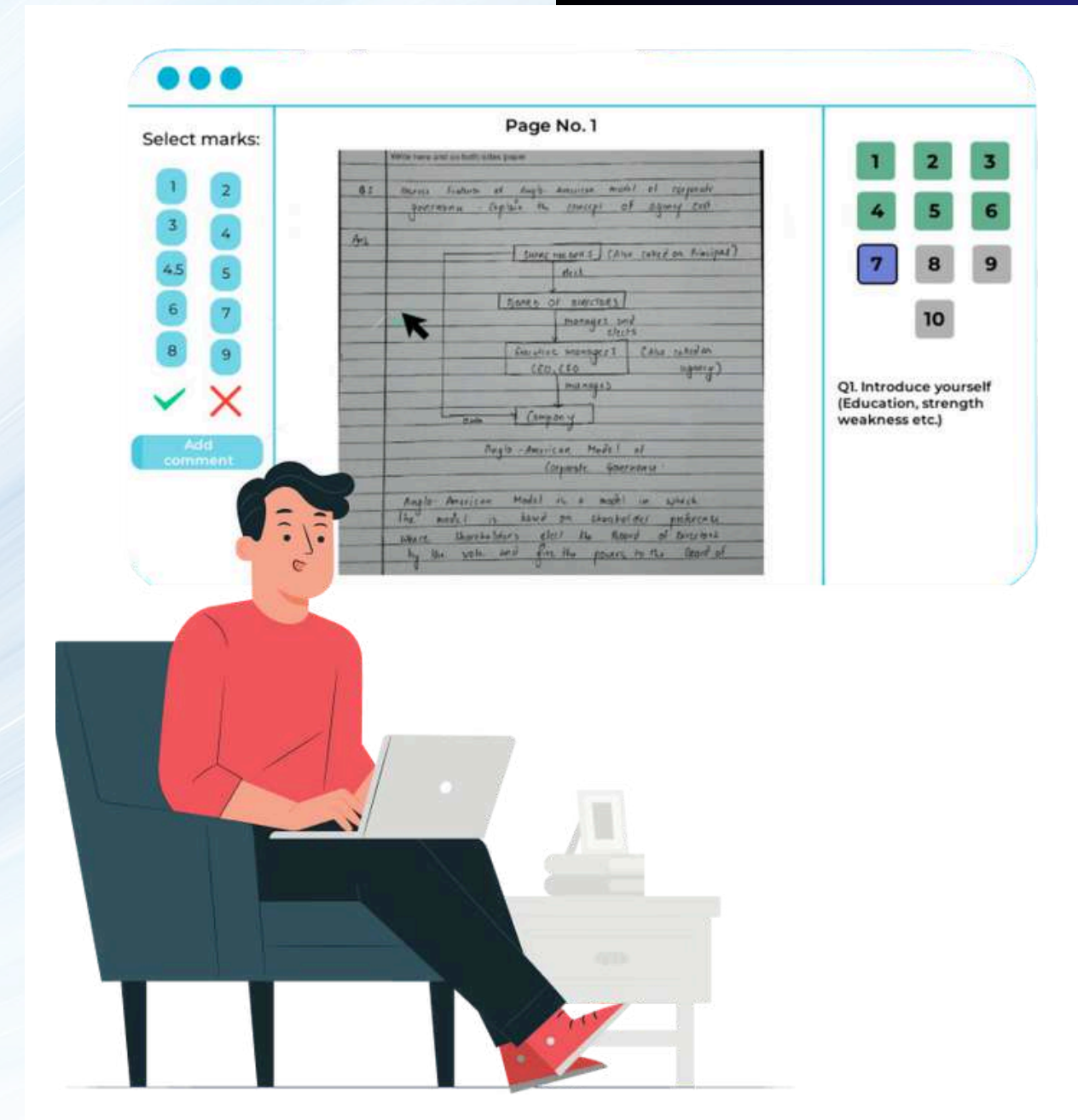


# OSM Evaluator Help Document



Eklavya



# A] Select User Role To Login

- ➔ Evaluator login with credentials that he/she received on registered email id or mobile number.

Choose Account Type

Examiner Moderator

Hello Examiner ! Please enter your details to get started.

Examiner@ABCDemouniversity.com

.....

k38kj4 k38kj4

Remember Me

Login

**ABC UNIVERSITY**

After entering correct username and password, Click on 'Login' button.

## B] Evaluator Dashboard Page

- ➔ All assigned papers are shown on the dashboard page.
- ➔ Subject details are shown on the paper with evaluation's last date.
- ➔ Paper status count shown against the each paper.
- ➔ Click on check paper button to start evaluation of the paper.

The screenshot shows the Evaluator Dashboard Page for 'Research Methodology'. At the top, there are three buttons: 'Check External Paper(s)', 'Fill Internal Mark(s)', and 'View Faculty Form Details'. A search bar is located on the right. The main content area displays the following details:

- Course : PGDM-I
- Specialization : Marketing
- Semester : Semester 1
- Question Paper : [Click here](#)
- Model Answer : [Click here](#)
- Evaluation last date : Dec 31, 2024

Uploaded	Checked	Remaining	Rejected
30	14	16	0

At the bottom, there are two buttons: 'Check Paper' and 'Remuneration Report'. A chat bot icon (a blue circle with the letter 'E') is located in the bottom right corner, with an arrow pointing to it from a text box that says 'Click here to start a chat with Chat Bot'.

# C] Chat Bot To Solve Evaluator Queries

- ➔ An evaluator can raise a ticket with their relevant reason anytime on the evaluation page.
- ➔ Technical team resolve the tickets for the raised queries.

The screenshot displays the ABC University evaluation interface. At the top, the header includes 'ABC UNIVERSITY', the user email 'Examiner@ABCDemouniversity.com', and navigation links for 'Change Password' and 'Log Out'. Below the header, a 'Back' button is visible. The main content area shows the subject 'Research Methodology' and specialization 'Marketing'. A table lists assignments with columns for 'Assignment ID', 'Check Answersheet', 'Is Checked', 'Evaluator Marks', and 'Answer'. Each row includes a 'ReCheck Answersheet' button. A chatbot overlay is positioned on the right, titled 'Welcome to AnswerSheet Checking' and offering options to 'Chat with us', 'FAQs', and 'Connect with Us for Answer Sheet Checki...'. The chatbot interface includes a search bar and a list of frequently asked questions.

Assignment ID	Check Answersheet	Is Checked	Evaluator Marks	Answer
2648598	ReCheck Answersheet	Yes	37	Jan
2648600	ReCheck Answersheet	Yes	49	Jan
2648607	ReCheck Answersheet	Yes	34	Feb
2648608	ReCheck Answersheet	Yes	40	Feb
2648609	ReCheck Answersheet	Yes	38	Feb
2648599	ReCheck Answersheet	Yes	32	Ma
2648610	ReCheck Answersheet	Yes	29	Ma
2648613	ReCheck Answersheet	Yes	38	Mar
2648614	ReCheck Answersheet	Yes	44	Mar

# D] Click 'Check Answer Sheet' To Start Evaluation

- ➔ In Progress - Answer sheet checking is started.
- ➔ Check Answer Sheet – Check answer sheet for first time.
- ➔ Recheck Answer Sheet – Checked & available for rechecking.

Assignment ID	Check Answersheet	Is Checked	Evaluator Marks	Answersheet Check Date	Attendance
2648621	In progress	No	0	-	PRESENT
2648622	In progress	No	0	-	PRESENT
2648623	Check Answersheet	No	0	-	PRESENT
2648624	Check Answersheet	No	0	-	PRESENT
2648625	Check Answersheet	No	0	-	PRESENT
2648597	ReCheck Answersheet	Yes	31	Jan 22 2024 4:04PM	PRESENT
2648606	ReCheck Answersheet	Yes	50	Jan 22 2024 4:06PM	PRESENT
2648605	ReCheck Answersheet	Yes	39	Jan 22 2024 4:08PM	PRESENT
2648604	ReCheck Answersheet	Yes	26	Jan 22 2024 4:09PM	PRESENT
2648603	ReCheck Answersheet	Yes	44	Jan 22 2024 4:11PM	PRESENT

« < 1 2 3 > »

Click on 'Check Answer Sheet' to start the evaluation

## E] Select Blank Pages to Proceed

- ➔ Once evaluator clicks on check answer sheet, the system automatically ask to mark bulk blank pages.
- ➔ The evaluator must select blank pages check boxes and click on mark as blank.

The screenshot displays a software interface titled "Mark blank pages". It features a grid of 16 page thumbnails, labeled "Page No: 1" through "Page No: 16". The thumbnails for Page No: 15 and Page No: 16 have a small blue checkmark in the top-left corner, indicating they have been selected. At the bottom right of the grid, there is a green button labeled "Mark as blank". An arrow points from a callout box on the right to this button. The callout box contains the text "Click on 'Mark As Blank' Button". On the left side of the interface, there is a vertical toolbar with various icons, including a numeric keypad (0-10), a green checkmark, a red 'X', and a magnifying glass.

# F] Main Evaluation Page

➔ On the evaluation page, the examiner needs to read the answer for the given question and put respective annotations against the same.

The screenshot shows the main evaluation page with the following components and callouts:

- 0 to 10 all marking annotation with custom mark annotation. The evaluator needs to put all marking annotations on PDF.** (Callout pointing to the numeric annotation buttons)
- Non-marking annotations like correct, wrong, comment, pen tool, seen page, undo, delete and rotate.** (Callout pointing to the non-numeric annotation buttons)
- View Question Paper (PDF)** (Callout pointing to the top-left icon)
- View Model Answer (PDF)** (Callout pointing to the top-right icon)
- Evaluator needs to select appropriate question and put annotations against it.** (Callout pointing to the question table)
- The reject paper option is available to reject the current paper.** (Callout pointing to the 'Reject Paper' button)
- Mark as UFM - Unfair Means (Copy case).** (Callout pointing to the 'UFM' button)
- Page buttons for the given answer sheet.** (Callout pointing to the page navigation buttons)

Questions	Out of	Evaluator Score
Q1	10	
Q2	10	
Q3	10	
Q4	10	
Q5	10	
Q6	10	

Calculate Total Score : 0.00 / 60.00

Reject Paper UFM Finish Paper

Q1:  
Explain the types and process ...

Total Pages : 16 Visited : 2 Not Visited : 14

1 2 3 4 5 6 7 8 9 10 11 12 13  
14 15 16

# G] Main Evaluation Page

- ➔ After evaluating each question and putting respective annotations on each page, the 'finish paper' button gets enabled.
- ➔ After finishing, a popup confirms the evaluation, allowing the next answer sheet.

The screenshot shows the Eklavya evaluation interface. At the top, it displays 'Back', 'ID : 2648622', 'Subject : Research Methodology', 'Time Taken : 00:01:17', and '2.73 Mbps'. The main area is titled 'Page Number : 1' and shows a scanned page of handwritten text. On the left, there is an 'Annotation-' toolbar with buttons for 0 1/4, 1/2 1, 2 3, 4 5, 6 7, 8 9, and 10. Below these are buttons for correct (green checkmark) and wrong (red X) annotations, a delete button (trash can), and an undo button (curved arrow). At the bottom left, there are 'Seen' and 'Unseen' page buttons. On the right, there is a table of questions and a 'Finish Paper' button.

Questions	Out of	Evaluator Score
Q1	10	
Q2	10	
Q3	10	
Q4	10	
Q5	10	
Q6	10	

Calculate Total Score : 0.00 / 60.00

Reject Paper UFM Finish Paper

Q1 : Explain the types and process ...

Total Pages : 16 Visited : 2 Not Visited : 14

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Annotations are used as per answer steps.

Seen and unseen bulk blank page buttons are available to mark seen & unseen page.

Delete button used to delete all annotations against that question.

Undo button used to undo the previous steps for the selected question.

Rotate button is used to rotate the page.

The orange color indicates the current question selection and the green colour indicates the question is evaluated.

After annotating each question and putting annotations on each page, "Finish Paper" button gets enabled.





## Contact Us

---



**India: +91 95525 86428**

**USA: +1(360)742-0870**

**UAE: +971 56 4396556**



**[info@eklavvya.com](mailto:info@eklavvya.com)**



**[www.eklavvya.com](http://www.eklavvya.com)**

