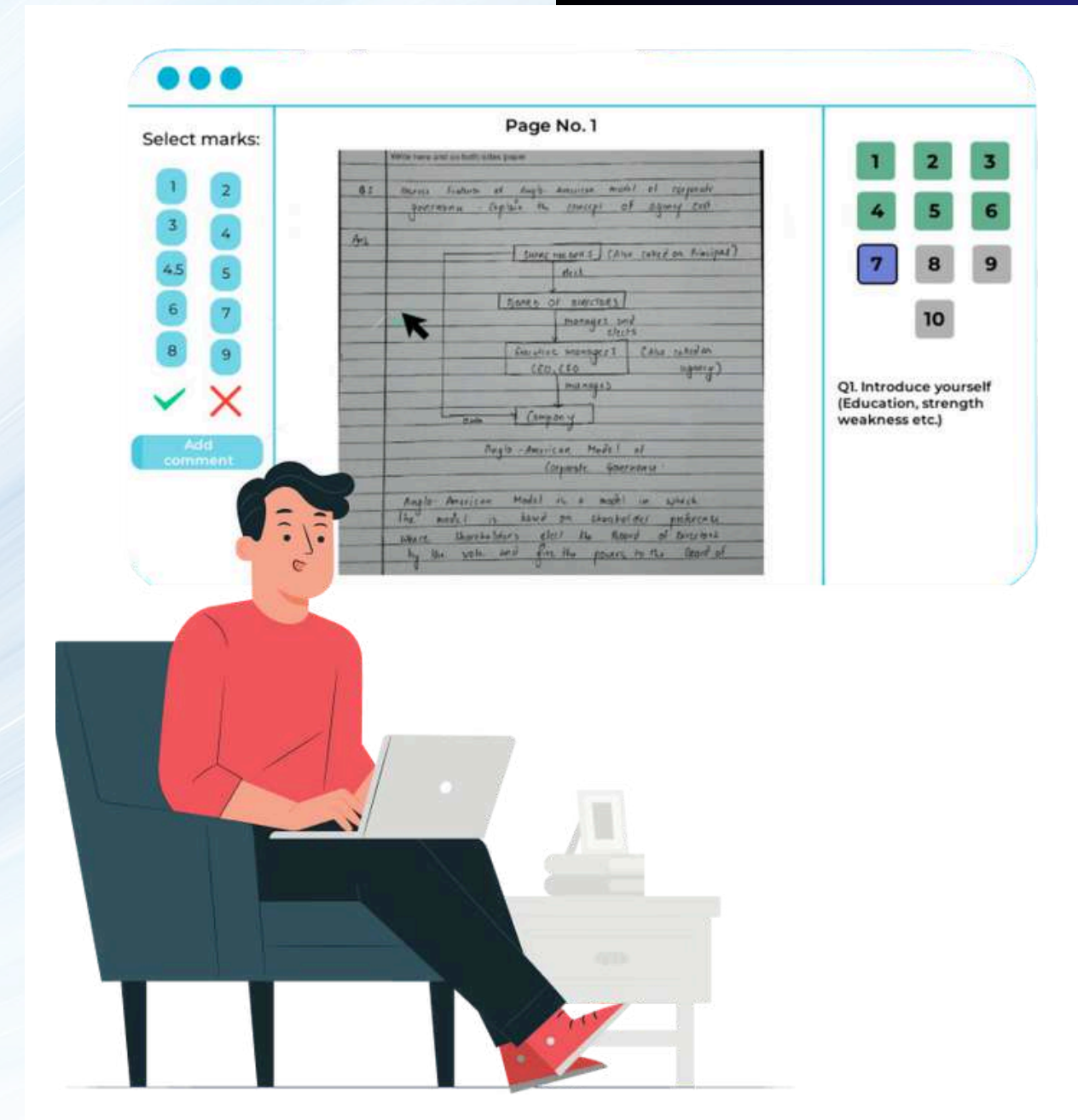# OSM Evaluator Help Document

A] Select User Role To Login

Eklavvya

➡️ **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.

ABC UNIVERSITY

👤 Examiner@ABCDemouniversity.com

🔒 .... 👁️‍🗨️

k38kj4 ↺ k38kj4

☑️ Remember Me

Login

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

B] Evaluator Dashboard Page

Eklavvya

➡️ 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.

| Check External Paper(s) | Fill Internal Mark(s) | View Faculty Form Details | | Search |

Research Methodology

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

📋 Check Paper

📋 Remuneration Report

Click here to start a chat with Chat Bot

C] Chat Bot To Solve Evaluator Queries

Eklavvya

➡ **An evaluator can raise a ticket with their relevant reason anytime on the evaluation page.**

➡ **Technical team resolve the tickets for the raised queries.**

D] Click 'Check Answer Sheet' To Start Evaluation

Eklavvya

➡ **In Progress - Answer sheet checking is started.**

➡ **Check Answer Sheet – Check answer sheet for first time.**

➡ **Recheck Answer Sheet – Checked & available for rechecking.**

Click on 'Check Answer Sheet' to start the evaluation

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 › »

E] Select Blank Pages to Proceed

Eklavvya

➡ 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.

Click on 'Mark As Blank' Button

F] Main Evaluation Page

Eklavvya

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

0 to 10 all marking annotation with custom mark annotation. The evaluator needs to put all marking annotations on PDF.

Non-marking annotations like correct, wrong, comment, pen tool, seen page, undo, delete and rotate.

View Question Paper (PDF)

View Model Answer (PDF)

Evaluator needs to select appropriate question and put annotations against it.

The reject paper option is available to reject the current paper.

Mark as UFM - Unfair Means (Copy case).

Page buttons for the given answer sheet.

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.

Correct/Wrong 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.

Eklavvya

Contact Us

📞 India: **+91 95525 86428**
USA: **+1(360)742-0870**
UAE: **+971 56 4396556**

✉️ **info@eklavvya.com**

🌐 **www.eklavvya.com**