



# DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)  
Shahbad Daultapur, Main Bawana Road, Delhi-42

## EXAMINATION BRANCH

No: DTU/Exam/2019/O/28

Dated : 30-05-2020

### **Subject: Instructions for Assessors (Evaluators) for Online End Term Examination**

#### **A. For Mode 2, Evaluation of MCQs:**

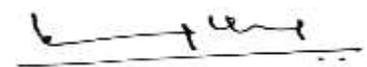
1. The evaluation of MCQs will be done automatically by the system as per the answer key submitted by the paper setter.
2. After the conduct of each examination, the Exam branch will send the final score of End Term Examination of respective course to the concerned coordinator/examiner.
3. Course Coordinator/Examiner will enter the marks of ETE in the ERP portal followed by relative grading and grade moderation as per relevant regulations.
4. Final grade list (Marks report in Grading Screen) to be downloaded from ERP and submit to exam branch after approval by respective HOD.

#### **B. For Mode 1 and Mode 3, Evaluation of Subjective Questions:**

- I. Assessor shall require the following for evaluating the subjective questions attempted by the student during online ETE:
  1. A Computer/Laptop with – Minimum RAM of 2GB.
  2. Google Chrome browser (Ver. 75 or above) should be installed. Make sure that pop-up blocker is disabled on your browser.
  3. An internet connection with minimum speed of 2Mbps. It is recommended to have the sitting near to Internet/WiFi router/modem to avoid any signal loss.
  4. **Online Examination system is not supported on Mobile phones or tablets.**
- II. **Each assessor is mapped to respective course code and section of class (group of students) for which he/she is the examiner.**
- III. **Following steps are to be followed by assessors (evaluators):**
  1. Ensure internet connection is working fine.
  2. Open Chrome browser and enter Online Examination URL: <https://dtuonlineexam.in>
  3. Login page will open. Enter your login credentials. **Please NOTE that login credentials are unique for each evaluator and not to be shared with anyone else.**
  4. Click on “Subjective Evaluation” from menu bar to get a list of all the courses assigned to the evaluator.
  5. Click on “Start Evaluation” button respective to the Course for which the candidates need to be evaluated.
  6. On Left side of the screen the course code and respective class section (group of students) will be displayed.
  7. Select student roll number from the list of students displayed on the left side of the screen, to open attempted answers of that respective student for evaluation.

8. Student is permitted to attempt subjective questions either by typing directly into system in text box within prescribed word limit or he/she can write on the plain paper(s) and upload the same in the examination system using web camera or mobile.
9. For evaluation of subjective questions attempted by the student, please proceed as follows:
  - a) Attempted Answer typed directly in the text box:
    - Answer will be visible just below each attempted question.
    - The answer may not be fitted in visible text box boundary hence it is recommended to scroll down inside attempted answer text box to view the attempted answer in **FULL**.
    - Enter the marks awarded for that question inside “Enter Marks” text box.
    - Click on **Save button** to save marks awarded for that question.
  - b) Hand-written attempted answer sheet(s) uploaded by the student:
    - Click on View uploaded document button.
    - Open each answer sheet(s) uploaded by student
    - Enter the marks awarded for that question inside “Enter Marks” text box.
    - Click on **Save button** to save marks awarded for that question.
10. After entering marks for all questions attempted by a student, click on SUBMIT button to lock the evaluated marks in the system. **Here it may be noted that student can attempt EXTRA questions which should not be evaluated.**
11. **Please be doubly sure before clicking on Submit button because marks once submitted cannot be changed.**
12. Subsequent to this, assessor should logout from Online examination system.
13. **For Mode 1 examination**, the evaluation of MCQs will be done automatically by the system as per the answer key submitted by the paper setter.
14. **For Mode 3 examination**,
  - a) It is already notified in the date sheet that the concerned course coordinator/examiner should conduct presentation/Viva-Voce on the same day after the conduct of online examination.
  - b) Exam branch will send list of students registered in that respective course in which the course coordinator/examiner will submit the awarded marks (out of 40) for Presentation/Viva-Voce for inclusion of the same with score of subjective questions.
15. After the conduct of each examination in any Mode, the Exam branch will send the final score of End Term Examination of respective course to the concerned coordinator/examiner.
16. Course Coordinator/Examiner will enter the marks of ETE in the ERP portal followed by relative grading and grade moderation as per relevant regulations.
17. Final grade list to be downloaded from ERP and submit to exam branch after approval by respective HOD.
18. **The final submission of Grades of a course should be accomplished within THREE DAYS of conduct of examination.**

Reference snapshot of evaluator interface for Mode 1 and Mode 3 is attached in Appendix-III.



**(Kamal Pathak)**  
**Controller of Examination**

## Appendix-III

Evaluation Process:

Login as Assessor:



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Login ID:

Password:  [Show](#)

[Click to Continue](#)

[Register](#) [Forgot Password](#) [Help Center](#) [Start Proctoring Page](#)

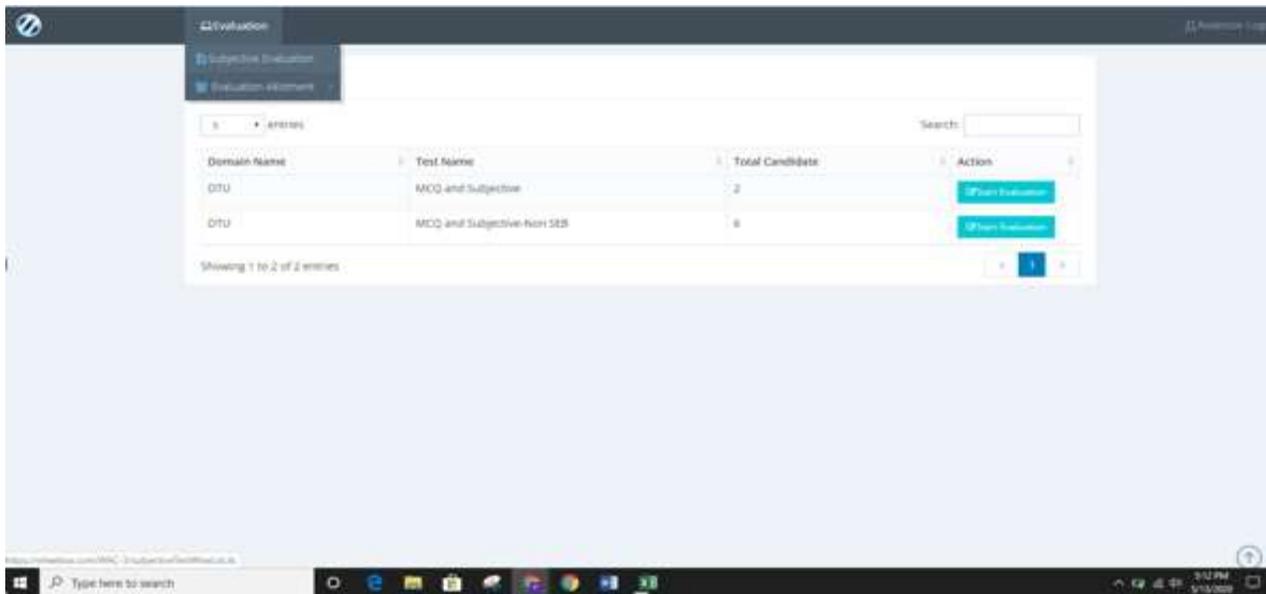
### Subjective Evaluation

To evaluate the answer sheets of a candidate, go to the company page URL and login from the assessor ID.

After login, click on Subjective Evaluation to get a list of all the domains and test names assigned to the evaluator.

Click

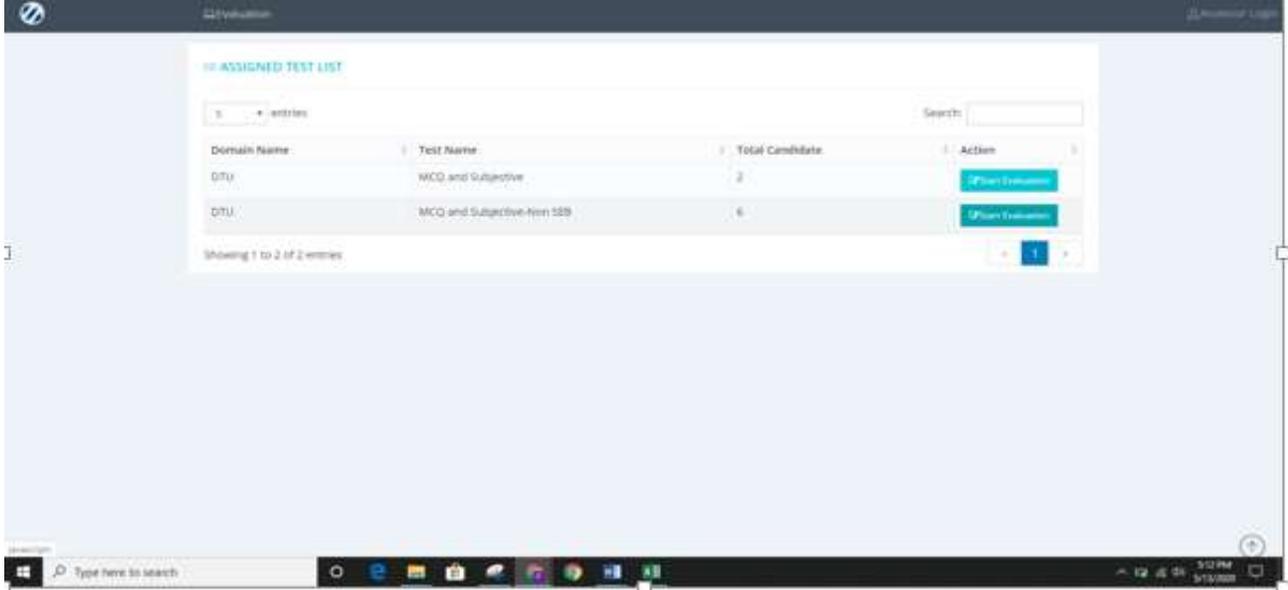
on “Start Evaluation” button respective to the Test name for which the candidates need to be evaluated.



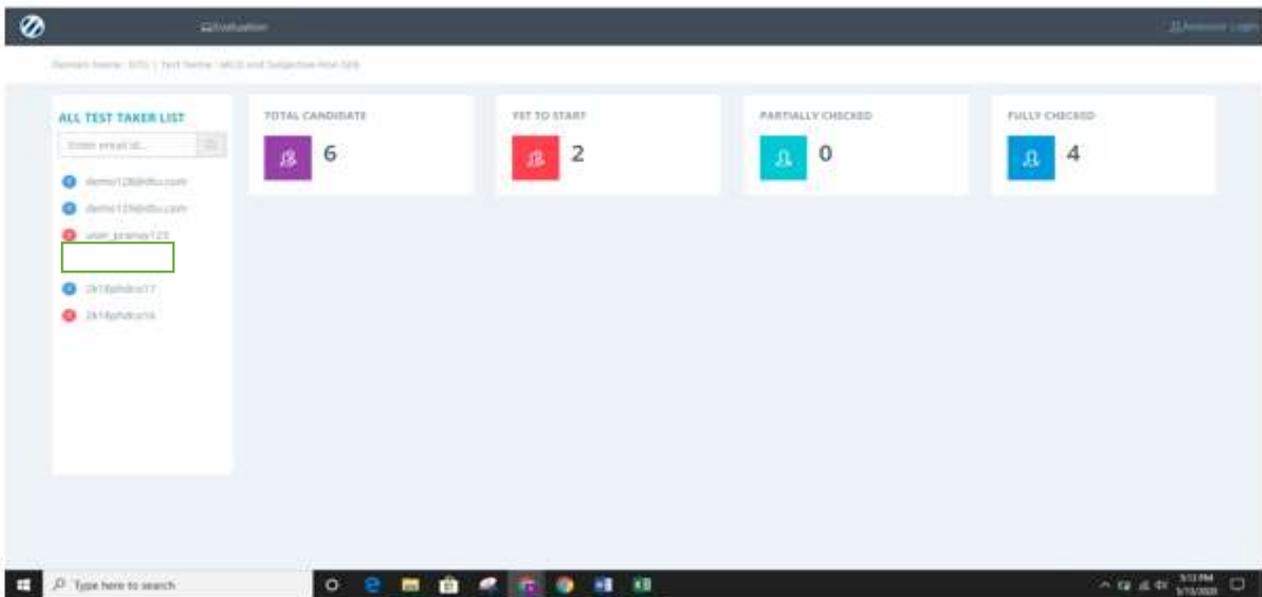
The screenshot shows a web application interface for subjective evaluation. The main content area displays a table with the following data:

Domain Name	Test Name	Total Candidate	Action
DTU	MCC and Subjective	2	<a href="#">Start Evaluation</a>
DTU	MCC and Subjective-NonSES	6	<a href="#">Start Evaluation</a>

Showing 1 to 2 of 2 entries.

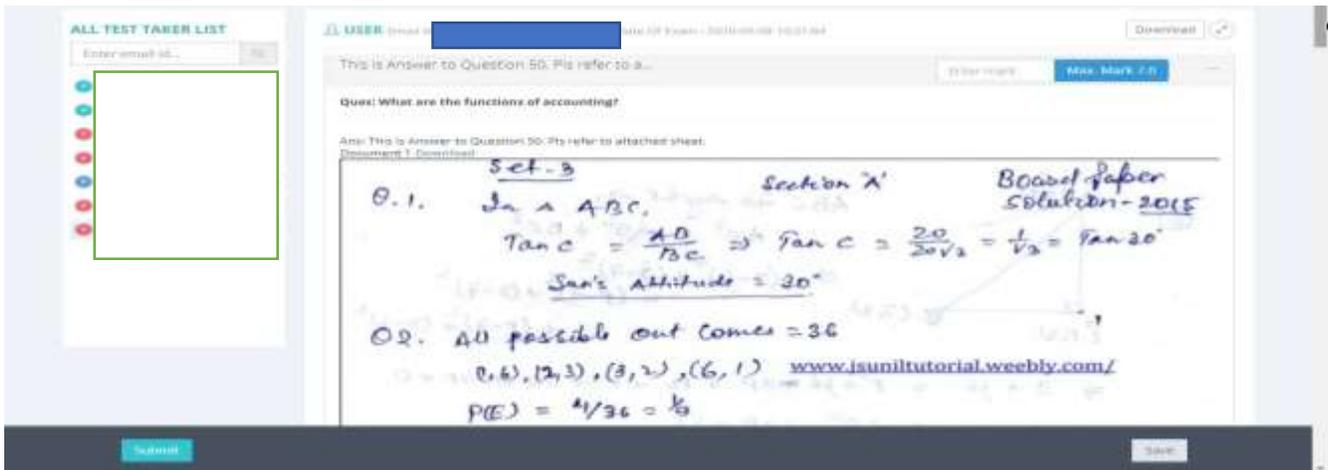


The dashboard with the details such as Test takers assigned to the evaluator along with data points such as yet to start, Partially checked and fully checked will be displayed

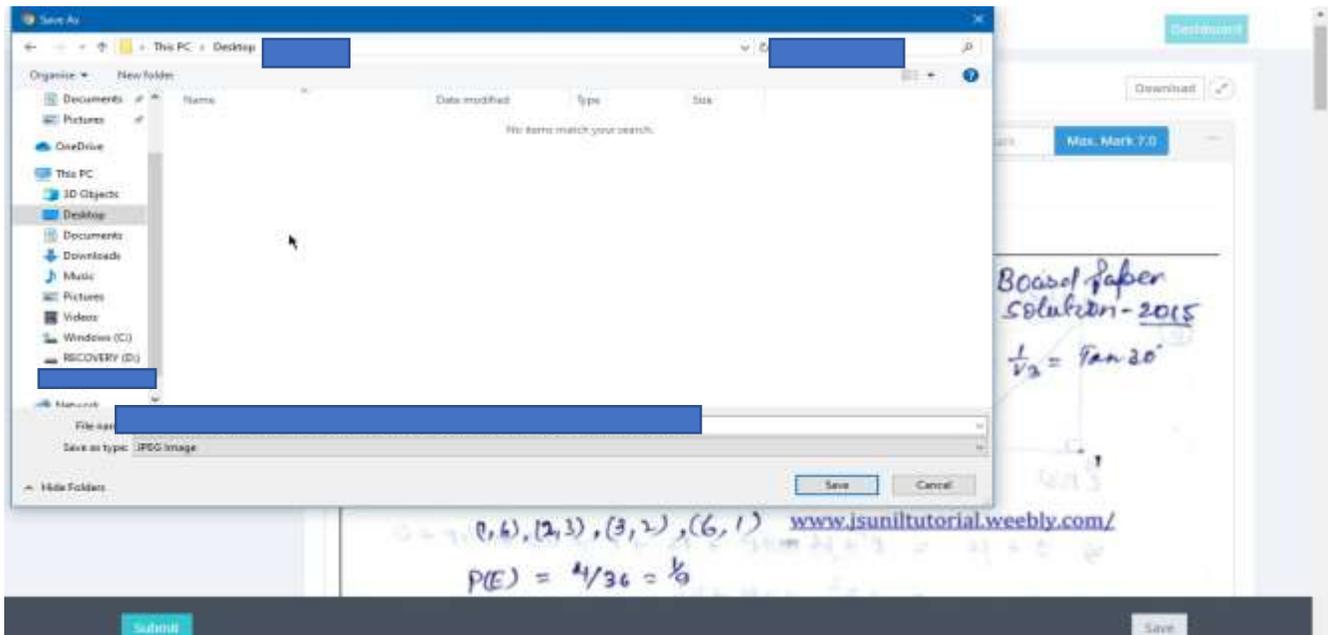




To view the answer for any question, click on the question text. On doing so the block will be expanded and the user answer written by the candidate along with the documents/images uploaded by the candidate will be displayed. From here, the evaluator can view the document uploaded by the candidate and assign marks accordingly.



The evaluator can download the answer sheet of the candidate as well for offline viewing.

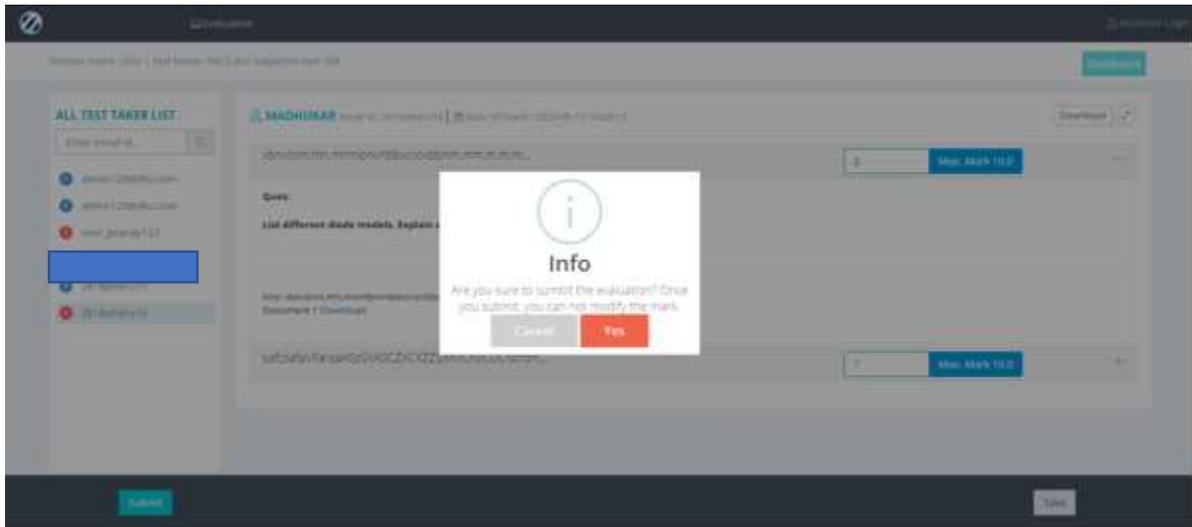


Similarly, the evaluator can view the answers provided by the candidate for all the questions. Evaluator needs to provide the marking for all the questions in the given text box.

The screenshot shows an evaluation interface. On the left, there is a sidebar with the heading "ALL TEST TAKER LIST" and a search box labeled "Enter email id...". The main area displays a question: "This is Answer to Question 50. Pls refer to a..." with a score of 5 and a "Max. Mark 7.0" button. Below this, another question is partially visible: "This is answer to question 51. Pls refer atta...". The question text is: "Ques: Why is accounting called the language of business?". Below the question, there is a note: "Ans: This is answer to question 51. Pls refer attached sheet. Document 1 Download". An attached document is shown, titled "CBSE Board Paper Solution 20/21 Set - 02" by "www.jsumitutorial.weebly.com". The document is divided into "Section - A" and "Section - B". Section A lists: Q.1 → Set-3 Q.4, Q.2 → Set-03 Q.3, Q.3 → Set-03 Q.1, Q.4 → Set-03-Q2. Section B lists: Q.5 → Set 03-Q.9, Q.6 → Set 03-Q.5, Q.7 → Set 03-Q.7, Q.8 → Set-03-08. At the bottom of the interface, there are "Submit" and "Save" buttons.

The screenshot shows the same evaluation interface as above, but with the answer document removed. The question "This is Answer to Question 50. Pls refer to a..." is now followed by a score input field containing "5" and a "Max. Mark 7.0" button. Below it, the question "This is answer to question 51. Pls refer atta..." is followed by a score input field containing "4.5" and a "Max. Mark 7.0" button. At the bottom, there are "Submit" and "Save" buttons.

Once the answers to all the questions are provided, the evaluator needs to click on the submit button to submit the score of the candidate.



Success message will be displayed on successful submission of the score.

