



OFFICE OF CONTROLLER OF EXAMINATIONS

Answer Key Portal User Manual

<https://answerkey.srmist.edu.in>

Objective

The main purpose of this portal is to collect digital answer keys for the university examinations conducted by the controller of examination office, SRM institute of Science and Technology. The distinguished feature of this portal is that it facilitates faculties from different campus can upload the answer keys remotely.

Earlier Process of Answer key Submission

Earlier, the answer keys for all the conducted university exam courses were submitted as hardcopy by course coordinators in person to the controller of examinations office. The collected answer keys were distributed by the Controller office as reference to the evaluators during central valuation. The claim for answer key preparation was submitted manually by the faculty at the controller of examination accounts office.

Since it was a manual process, the Controller office staff found it difficult to collect the answer keys across campus and to track the missing answer keys. To overcome these complications and make the process easier, this answer key portal has been developed.

Work Flow of this Portal

The portal has four modules. They are as follows

- **Admin module**
- **HoD module**
- **Course Co-ordinator module**
- **Accounts module**

The representative from exam cell should upload the exam dates with relevant course code, programme and regulation. The course coordinator for answer key preparation will be assigned by Head of the Department using HoD module.

On the exam date, a representative from Controller office will upload the questions papers of the courses conducted on the same day. The course coordinators of respective courses may upload the answer keys once the exams were over.

Once the answer key was uploaded, it will be verified by an evaluator assigned by department head for that particular course. The evaluator has to check the format of answer key submitted by the coordinator is as per the specified pattern.

Username for the portal is employee id itself. First time users are requested to use forgot password option to reset the new password. Use your employee id to get your password from this link. Once you logged in you are directed to home page of the answer key portal.

The screenshot shows the login interface for the SRM Institute of Science and Technology Controller of Examinations - Answer Key Portal. At the top, the SRM logo and the text 'SRM Institute of Science and Technology' are visible. Below this, the page title 'Controller of Examinations - Answer Key Portal' is displayed. The main content area contains a login form with the following elements:

- A red text prompt: 'Sign in to start your session'.
- An input field for 'Employee ID' with an eye icon for toggling visibility.
- A password input field with a lock icon for toggling visibility.
- A blue 'Sign in' button.
- A link for 'Forgot Password?'.
- A light blue box with the text: 'First time Users, Get the password from FORGOT PASSWORD'.

Below the login form, there is a separate section for entering the Employee ID:

- A blue button labeled 'Enter your Employee ID'.
- An input field for 'Employee ID'.
- A red 'Submit' button.
- A note: 'Note: Don't Press Enter, Click on Submit Button'.

Depending on the user group, menus will be displayed in the user page. The admin group may have Home, Question papers, Upload MCQ for Arrear, Answer key Download menu, Pending List, Question paper upload, Select No Exam and Exam Time table. The HoDs group may have Home, Question Papers, Update course coordinator, Pending List, Remuneration approval and answer key download. The course coordinator group may have Home, Question papers, upload answer key and verify answer key. The accounts group may have home and remuneration list.

HoDs Module

The Department heads are the users for this group. The department head will assign a faculty as course coordinator for a particular course to prepare and upload answer key in the portal by using update coordinators menu. Also an evaluator is assigned for that course to check whether the uploaded answer key is as per the given format.

[Home](#)
[Update Coordinators](#)
[Question Papers](#)

Assigning Co-ordinators Page

Faculty

Faculty of Management

Current Exam Month - Year

MAR-2023

Select the Programme and Regulation

All Program

Select the Course

MBAD1913 - FINANCIAL REPORTING, STATEMENT AND ANALYSIS

Selected Subject ID :

MBAD1913

Select Exam Date:

27-03-2023

Selected Department :

College of Management

Select Course Co-ordinator

ANAND M - 17000072

Select Answer Key Evaluator

Dr. ANITHA.S - 17000091

Add Course Co-ordinator

The list of Course Co-ordinators for this Selected Year / Semester

Once selected the programme and regulation the dropdown list filters only the respective courses in the list. After the course is selected the exam date is automatically populated for the respective course, and then the head choose coordinator from the faculty list and evaluator from the second dropdown list.

To process remuneration for the faculties who prepared answer keys, the respective head should approve it. Here by using the remuneration approval menu the page displays course coordinators list in a table with relevant course. The head should take print, verify it manually and forward with recommendation to CoE account office to do further process.

Answer Script

Verify Answer Key

Remuneration Approval

Remuneration List

Answer key Remuneration List

Current Academic Year / Semester : 2021-22/Even

Department :
College of Management

Print
Export to Excel

College of Management, SRMIST

| Sl.No | Employee ID | Staff Name | Subject Code | Exam Date | Mobile No. | Account No |
|-------|-------------|------------------|--------------|------------|------------|-----------------|
| 1 | 17000025 | Dr. D Balaji | 18MBH462T | 06-12-2022 | 9940519231 | 117001000103092 |
| 2 | 17000028 | Dr.P.Poonguzhali | 21MGH101T | 05-01-2023 | 9840480810 | 117001000506779 |

When the semester exams starts, the department heads can check the status of answer key uploaded by course coordinator on each and every day by using the menu pending list. The list may include the status of verified, not uploaded, not verified and not assigned. That is the process of uploading answer key completed by course coordinator and also its verified by the evaluator then the status shows Verified and its allowed to download from answer key download menu. If not uploaded the key it shows status as not uploaded. Then the head may send alert mail to the concern course coordinator in a single button click.

Remuneration Approval

Remuneration List

Pending List

Admin

Faculty
Faculty of Management

Current Exam Month - Year :
All

Department :
All Department
Select

Export
Mail to Not Uploaded
Mail to Not Verified

| Regulation | Program | Subject Code | Exam Date | Session | Co-Ordinator | Mobile No. | Evaluator | Mobile No. | Status |
|---------------------|---------|--------------|------------|------------|--------------|------------|-----------|------------|--------------|
| SRM Regulation 2018 | B.B.A. | BBAD1841 | 17-03-2023 | Morning | | | | | Not Assigned |
| SRM Regulation 2018 | B.B.A. | BBAD1861 | 17-03-2023 | After Noon | | | | | Not Assigned |
| SRM Regulation 2018 | B.A. | ENGD1864 | 17-03-2023 | After Noon | | | | | Not Assigned |
| SRM Regulation 2018 | B.B.A. | BBAD1862 | 18-03-2023 | After Noon | | | | | Not Assigned |

The same, the course coordinator uploaded the key but the evaluator not verified the key then it shows the status as not verified, the head may send mails to evaluator by using mail to not verified button. The table also shows which are the course are not assigned coordinators and evaluators. In this case the head may assign the course coordinators by using update coordinator menu.

Course Coordinator Module

All the faculty members are the users for this group. Any faculty can login into the portal, but only the assigned coordinator will have the answer key upload menu. Others may not have any other menus other than question papers and home menus. In question papers menu they can view or download any question papers come under the faculty of engineering and technology.

The course coordinators have to upload answer key menu in their page. Once they entered it shows the assigned course in a dropdown list.

Answer Script Upload page

| | | | |
|------------------------------------|---|--------------|--|
| Faculty | Faculty of Management ▼ | | |
| Current Academic Year/ Semester | MAR-2023 | | |
| Select the Course | 19YGC405T - YOGIC SCIENCE OF ENERGY AND CONSCIOUSNESS ▼ | | |
| | Selected Subject ID : | 19YGC405T | |
| Evaluator for this Course | Dr.M.Rajeswari | | |
| Select the Exam Date | 21-03-2023 ▼ | After Noon ▼ | |
| Answer script upload Option | <input checked="" type="radio"/> MCQ by Choosing options and Long Answer in PDF format <input type="radio"/> MCQ and Long answer in PDF format | | |
| | <div>Proceed</div> Already uploaded and verified | | |

Note : To get the Question paper, select the relevent course and examdate from the dropdown list

Once selected the course it shows that the exam date and session and also the evaluator of the course. Here we have two options to upload the answer key, one is MCQ in choosing option and another one is MCQ upload with long answer in pdf format. In B.Tech programme its default that the MCQ in choosing option. Once selected all the fields then proceed to next step. In next page it shows MCQ options for given number of questions, in each question have the separate choosing options and also the relevant answer should type in the given textbox.

| | | | |
|----|---|---|-----------------------------|
| 16 | C | ▼ | Hamming weight |
| 17 | B | ▼ | dmin = ed+1 |
| 18 | D | ▼ | [1 1 0 0 0] |
| 19 | C | ▼ | Statement (i) is true |
| 20 | B | ▼ | Non-zero |
| 21 | A | ▼ | Kepler's Second Law |
| 22 | B | ▼ | French Guiana |
| 23 | C | ▼ | Space waves |
| 24 | B | ▼ | Constant |
| 25 | A | ▼ | Uplink freq > Downlink freq |

Save

Next >>

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Once finished the MCQ option selection then save your answers, then proceed to next button. In next page you have file upload option here the course coordinator can upload the long answers in pdf format. Now the answer key uploading is finished.

Answer Script Upload page

Upload Answer Key :

| File Name | Date |
|----------------------------------|------------|
| 18CSE341T 18-05-2022 Morning.pdf | 30-05-2022 |

<< Back

Upload

Next >>

The evaluator have verify answer key menu in their page. Once selected the menu it shows the assigned courses in a dropdown list. After selecting the course a dropdown list loads the relevant exam dates after selected the date, the uploaded MCQ and answer key links displayed. The evaluator should select MCQ and long answer one by one and verify the key is as per the given format. If so then he can approve it else they should give remarks to the coordinator for reload the answer key after the said remarks rectified.

Answer key Evaluation page

Faculty :

Faculty of Management ▼

Current Exam Month - Year :

MAR-2023

Subject :

19YGC405T - YOGIC SCIENCE OF ENERGY AND CONSCIOUSNESS ▼

Exam date/Session/Version :

21-03-2023 ▼

After Noon ▼

MCQ

19YGC405T 21-03-2023 After Noon.pdf

This Answer Key Already Verified

Remarks

Verify

Answer key Uploaded but Not Verified Subject List