Evaluator

EVALUATOR
USER MANUAL

Version: 02   Date: 28th Mar 2022

Contents

❖ Introduction about the Role

The role of the Evaluator on DigiProctor is to evaluate or check (by awarding marks and remarks) the responses to subjective/descriptive questions of the examinations.

Evaluator role is created by your organization's administrator. You will receive an e-mail from DigiProctor when your Administrator/ CoE assigns you the Evaluator role, along with your login credentials and a URL for login to DigiProctor.

TIPS: Don't forget to check your spam mail folder if you do not find the mail in your inbox.

The Evaluator Guide gives a step-by-step guidance on how to use the Evaluate Function in DigiProctor.The guide covers the following areas:

1. Evaluator Login

2. Evaluator Dashboard

3. Evaluator Marking Canvas

4. Question wise Evaluation Process

5. Test Taker Marking Section

6. Offline Evaluation

❖ Evaluator Login

▶ Login to DigiProctor (Using the Evaluator credentials received via mail)

Digiproctor - Account registration

From: DigiProctor <info@digiproctor.com> on Wed, 08 Dec 2021 10:28:07 | Add to address book
To: You | See Details

Test Taker Registration

digiproctor®

Dear Tyagi,

Your **Evaluator** account has been created on Digiproctor platform.

The login credentials are:

Email ID	Password
raja.tyagi@rediffmail.com	L0oIYIuS

You may login to your test taker account by clicking below URL or copying and pasting it in your browser. (Your browser should be Chrome above version 72)

https://digiproctor.com/html/org-login

- Open URL https://digiproctor.com/html/org-login in Google Chrome Browser of your Laptop/Desktop.

- At login, **choose the role as Evaluator** from the dropdown and enter your username and password. If this is validated, you will be asked to enter an OTP (which will be sent to your registered mobile number as well as e-mail ID)

- You can also activate Google Authenticator (GA) in your mobile devices for secure login (offline access in case you have trouble getting SMS/ Network).

- 💡 **TIPS**: To ensure privacy of your account, it is highly recommended to change your password when you log in.

How to Map Google Authenticator:

- Please download Google Authenticator App from Play Store/App Store.

- Click on + icon and put the code (Shared by Admin) along with Name of organization to map yourself for OTP.

- After that no need to wait for OTP, just open Google Authenticator App anytime & 6 digit OTP always available to you Evaluator login.

  Your COE/Admin has already allotted the tests which you need to evaluate the subjective questions within the timelines to complete this task.

❖ Evaluator Dashboard

After login you will be taken to your Evaluator Dashboard where you would have all the tests that are assigned to you for evaluation. The Evaluator's Dashboard is the gateway into the evaluate function. Let's first understands all the elements on this dashboard.
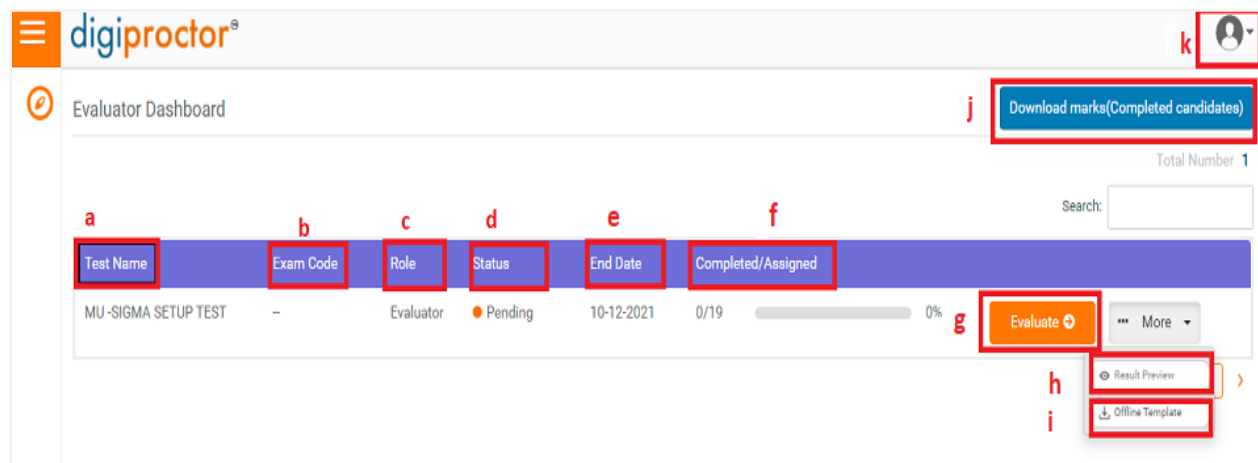
a. **Test Name:** Name of Test you are assigned to evaluate.

b. **Exam Code**: Test Code of the exam (organizational reference code)

c. **Role**: There are 3 roles under Evaluation Module in DigiProctor- You can be one of Evaluator/ Reviewer or a Re-valuator

d. **Status**: Referred to as the Completion Status of the task, it ranges from 'Pending' -If you haven't started or completed evaluating all test takers. Once evaluation is completed it will turn to 'Completed'.

e. **End Date**: It indicates the date by which you must complete the evaluation. The completion dates are decided and assigned by the Administrator/ CoE.

f. **Completed/Assigned:** This indicates how many test takers have you completed evaluating out of the total number assigned to you. In the above screen, the evaluator has completed 0 test takersout of 19, which is 0%. A graphical representation is always available for the percentage completion of the activity

g. **Evaluate:** Action button to start evaluating test takers

h. <u>**Result Preview:**</u> To get Class or Individual performance along with Test Analysis & Behavioral Analysis.

i. <u>**Offline Template:**</u> This function can be used for uploading the candidate marks with help of excel template wherein you plan to do the evaluation offline. To do the offline evaluation you can download the PDF Answer Scripts of all candidates along with a master template to keep filling marks question wise.

j. <u>**Download Marks (Completed Candidates):**</u> Option to download the marks for the candidates whose evaluation has been completed in an excel format for record keeping.

k. <u>**Profile**</u>: Accesses your account information like personal details, password and Google Authenticator access. You can view/ change the details from here.
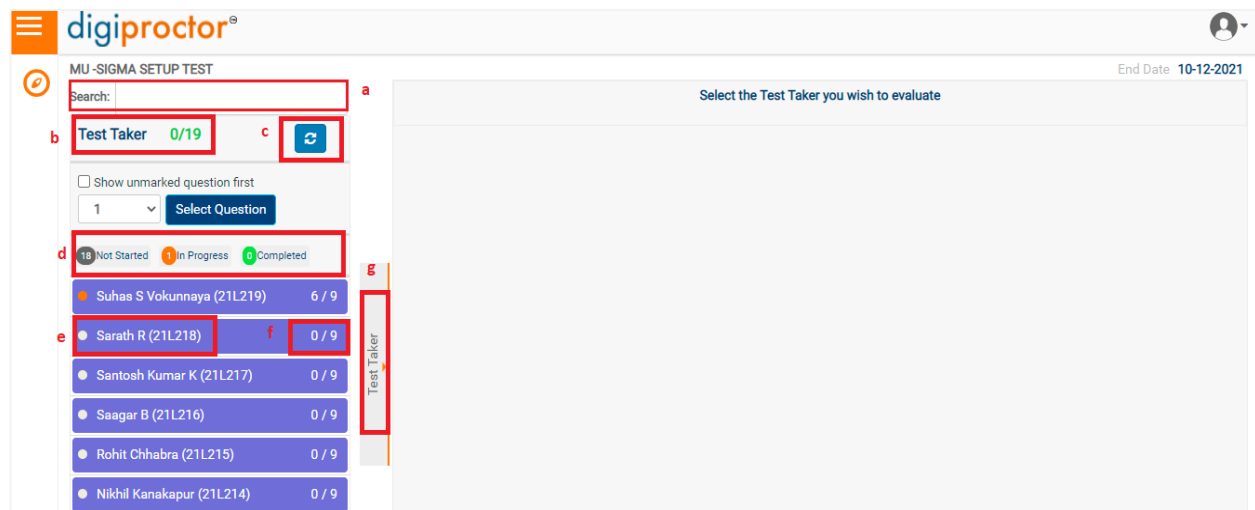
▶ [Understanding the Evaluator's Dashboard](#)

❖ Evaluator Marking Canvas

The Evaluator's Marking Canvas is and intuitive and full-featured interface through which you would beevaluating the subjective answers of test takers.

The top bar provides you **information about the test:** Test Name and the End Date - the date by whichyou must complete the evaluation.

On the left you will see information about the Test Takers:

a. <u>Search:</u> To find any specific candidate listed via Name or Student ID.

b. <u>Test Taker:</u> Completion Status: Indicates the number of test takers evaluated out of the total (in above screen,0 /19 means – 'test takers completed/total test takers').

c. <u>Refresh:</u> Clicking on the Refresh button will display the list of all test takers (starting from page1) with their updated evaluation statuses.

d. <u>Evaluation Status buttons</u>: Click on these buttons to see the list of test takers:

- Not Started: whose evaluation has not yet started (all questions pending)

- In Progress: whose evaluation is in progress (part questions pending)

- Completed: test takers whose evaluation has been completed (all questions evaluated)

Note: You can click on these categories to find the list of candidates under the same.

e. <u>Test Taker Name</u>: Displays the name of the test takers. The admin/COE can configure the evaluation marking canvas to either display the names of test takers or keep them anonymous (in which case you will see random alphanumeric codes in this place).

f. <u>Questions Completed Status</u>: Indicates the number of questions in the answer paper that havebeen evaluated for the test taker.

In the canvas shown above, 1/7 indicates that evaluation of 1 question have been completed outof a total of 7 questions that need evaluation for Test Taker.

When all questions in the answer paper for the test taker are evaluated, the test taker status isconverted to '<u>Completed' (indicated by a green dot)</u>

g. <u>Expansion Slider</u>: Clicking the Expansion Slider, will hide the list of test takers on the left panel to give more space for the answers to be displayed. The button can be toggled to hide/ show the test taker list.

❖ Horizontal Evaluation (Question wise evaluation Process)

With the help of drop-down button, you can select any particular question which You want to evaluate for all assigned test taker and then click on "Select Question button". Once you click on "select question button". Selected question can be evaluated simultaneously for all the test takers. You will be scrolling the same question for all candidates one by one.

Similarly, you can choose the Show unmarked question first option just above the same to quickly toggle to the pending questions of the selected candidate.
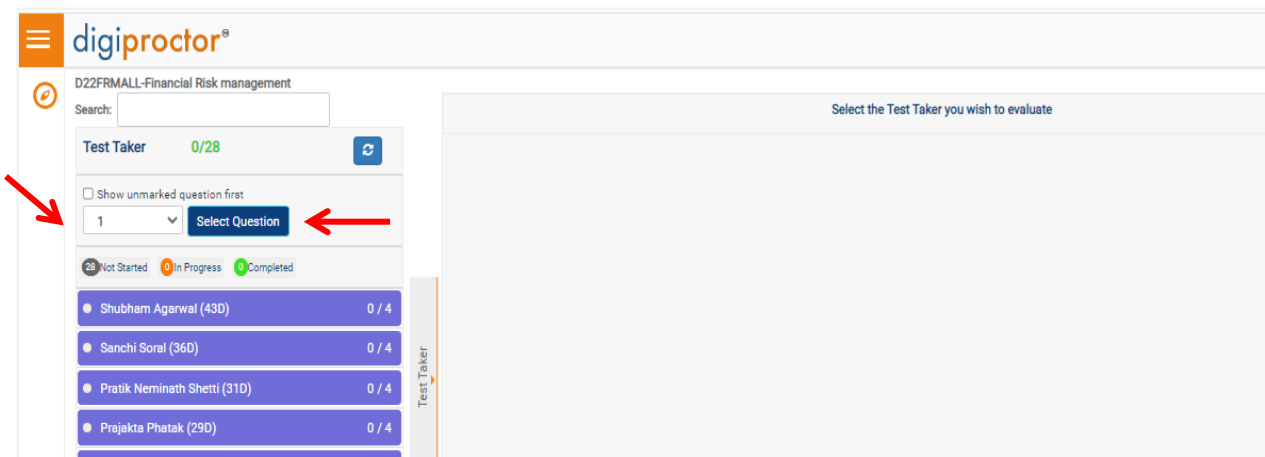
Different Modes for candidate confidentiality:

Anonymous mode:

If the admin has configured 'anonymous' mode, test takers Names will not be displayed to Evaluator. Instead a random code is shown to Evaluator.

Display mode:

If the Admin/ COE has configured that the names be displayed, names of test takers will be displayed   on the list to Evaluator.

Now you have the full canvas to evaluate the answers of the test takers.
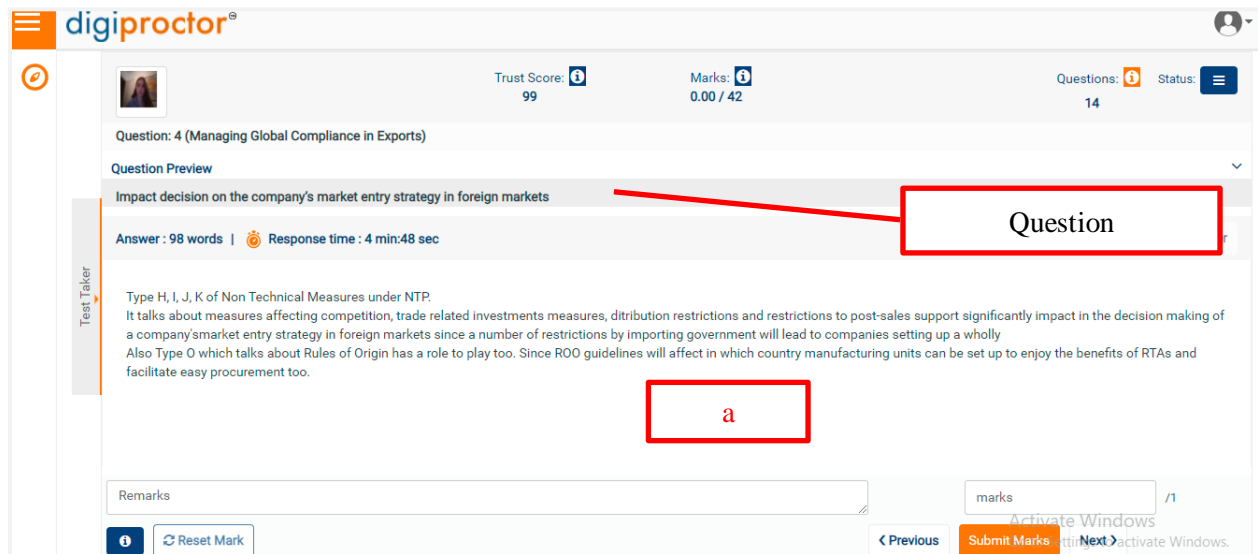
a. **Answers Canvas:** The answers canvas is the space where the answers typed in by the test taker isdisplayed for marking. Above the question will be visible for your ready reference.

You can keep marking and giving remarks from the same.

❖ Test Taker Marking Section

When you select a test taker on the left panel, you will be shown the first question on a canvas. Let's understand the elements displayed in the marking section to help you carry out the marking.

Let's select a test taker and expand the Marking Section by collapsing the list of Test Takers.

a. **Trust Score:** The trust score of the test taker generated during proctored test will be displayed. This describes how the test taker behaved during the test.

Click on 'i' next to the Trust Score (99) to view the reasons due to which the test taker's trust score has been reduced along with the time stamps.

b. **Marks:** Showing marks awarded by evaluator. **Click on 'i'** next to the Marks to get objective question details if allowed by Admin.

c. **Total number of Questions**: Displays the total number of questions in the answer paper.

d. **Status**: By clicking the Status button you can navigate directly to any question. It also gives you the status of all questions – those you have completed and those which are remaining. You can click on any question number in the dropdown and go to that question directly

e. **Media button**: Any media associated with the question can be viewed by clicking the mediabutton that would be displayed here.

f. **Question Preview**: The question asked in the test is displayed here. If the question is long, the windowwould automatically expand with a scroll bar.

g. **Typed answer:** The answer typed in the text box by candidate will be displayed here and can be marked by you.

h. **Uploaded answer**: The test taker can hand write the answer on paper sheets and upload the same as a media (image file), if allowed. The uploaded answer sheets can be viewed by clicking the **'View Uploaded Answer'** button. The procedure for marking the uploaded answers is described below in the Section'Marking Uploaded Answers' below to this page.

i. **Remarks**: You can give your remarks, if any, about the answer in the space provided. Add notes on evaluating all responses (even if blank answer) to complete evaluation

j. <u>Marks</u>: You can enter your marks for the question here.

k. <u>Reset Mark</u>: When you click the <u>Reset Mark</u> button, all marks you have entered for this question(including partial step-wise marking you did for uploaded answers) will be reset.

l. <u>Info</u>: When you click the <u>info button</u> you will be displayed the highest mark you have given toany test taker for the question, the lowest mark, and the average mark for this question. This information gives you help in better comparison for answer marking

m. <u>Previous</u>: Click Previous to navigate to previous question.

n. <u>Submit Marks</u>: When you complete evaluating all questions, you can click this button. It will save the entered marks and update the test taker's status as evaluation completed. After clicking this button, you can select the next test taker from the list on left-side panel.

o. <u>Next</u> – Click Next to navigate to the next question.

❖ Marking of Uploaded Answers

▶ How to mark uploaded answers by test takers?

The answer sheets that have been uploaded by test takers can be marked by you by clicking the '**View Uploaded Answer'**, which gets enabled when there is any uploaded answer associated with the answer.
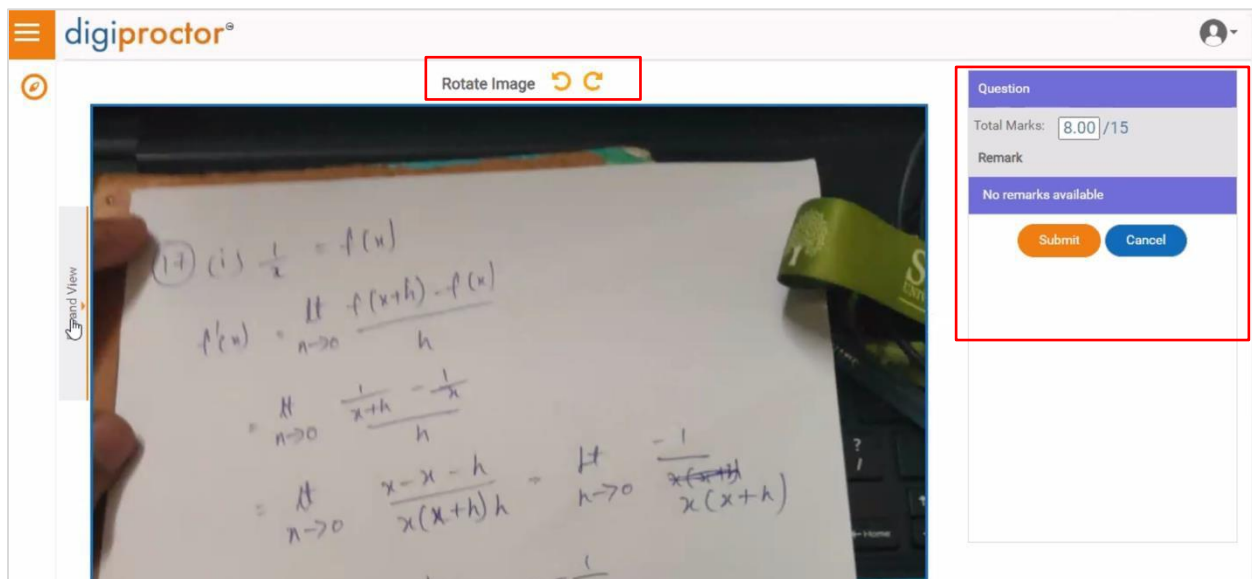

- When you click the button '**View Uploaded Answer'**, a window opens which displays the uploaded answer in PDF format. You can give step-wise marking. Whenever you give partial marks forsteps, the marks are reflected on the right panel.

- **Rotate Image**: This allows you to rotate the uploaded image to fix its orientation. You can rotate the image clockwise or anticlockwise.

You can also give your remarks for the step. This will also be reflected on the right panel

How to do Step-Wise Marking?

1. Double-click on the point where you want to enter your marks and write your remarks.

2. A popup will be displayed where you clicked.

3. Enter the remarks.
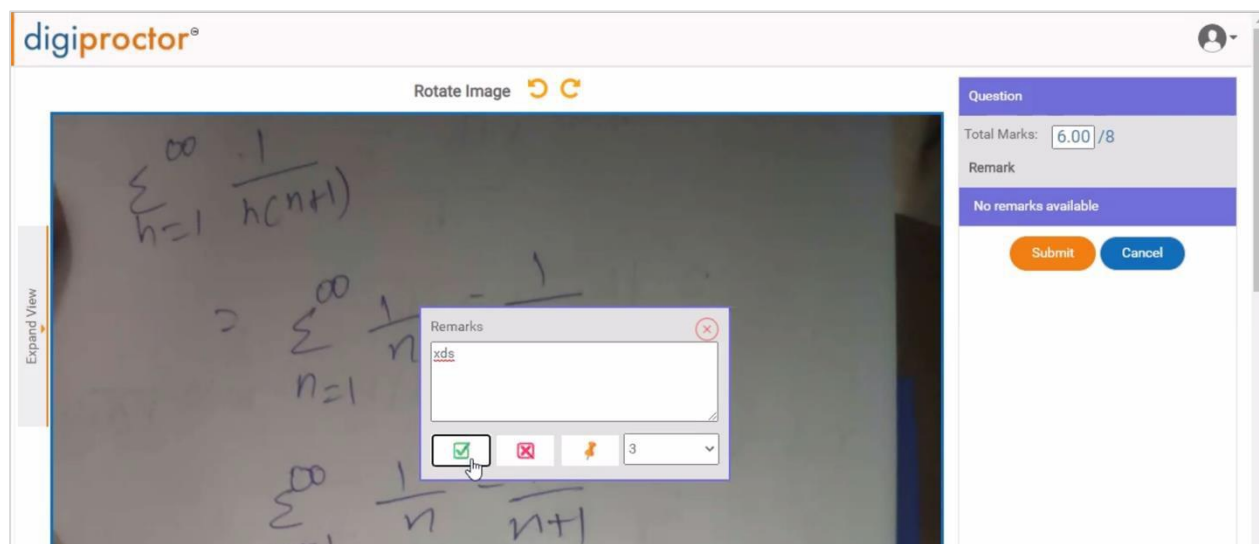
4. Click Partial Marks dropdown and select the marks you wish to give.

5. You can select any one of 3 icons provided in the popup. When you click an icon, the icon is inserted at the point where you clicked on the answer sheet illustrating correct / wrong or Pinned
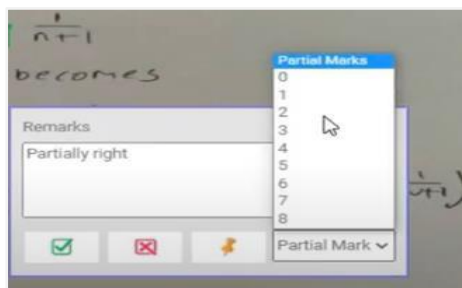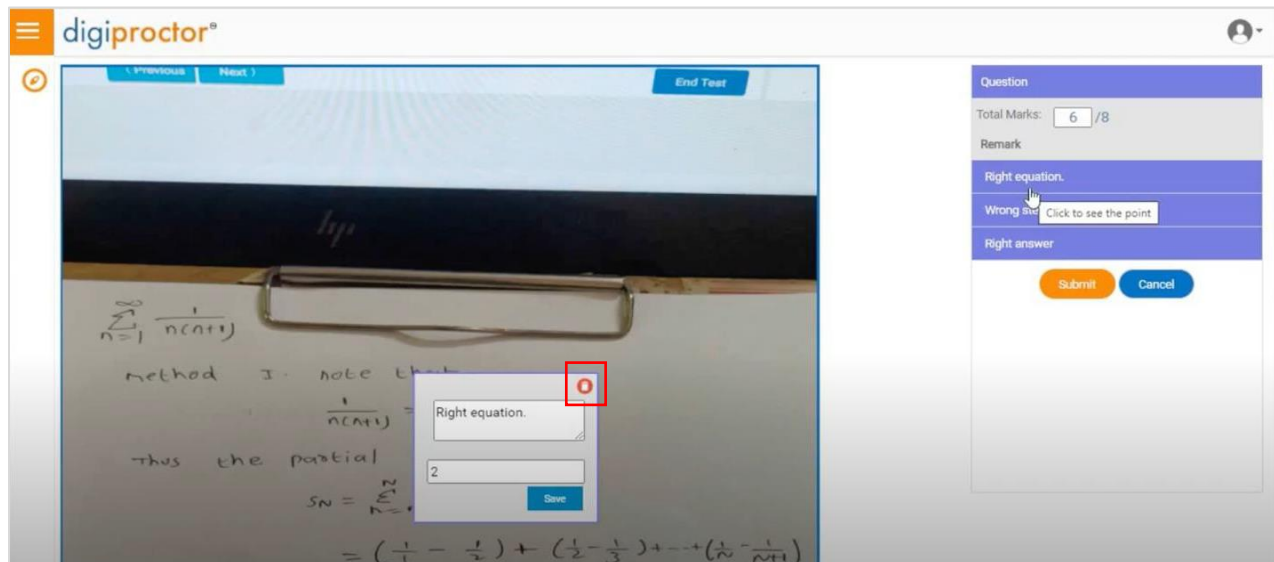

6. The remarks you entered and the marks you gave are now saved and it is shown on the right-side panel.

7. Click Submit. The marks will get updated in the main total marks field.

How to change the remarks and marks?

- If you wish to delete previously entered remarks/marks, <u>click on the icon</u>.

- A popup will appear. Click the **delete icon (in red)** as mentioned in below image.

- The icon, remarks and marks will be deleted, and the marks will be reduced from the total marks.

- If you wish to edit previously entered remarks/marks, <u>click on the</u> <u>icon</u>.

- A popup will appear. Enter the <u>new remarks and/or</u> <u>marks</u>.

- Click <u>Save</u>.
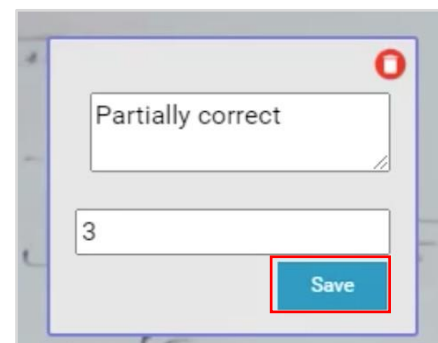
The remarks and marks will be updated.

How to Evaluate Excel Files uploaded by Test Taker:

Wherein Excel file/s are uploaded by Test Taker as answer script, evaluator can either directly view the Excel Sheet in another popup box or download it to his local drive to evaluate it (Refer below screen shot).

Rest marking & remarks giving process will same as handwritten answer sheet {only partial marking option is not allowed in Excel sheet evaluation.
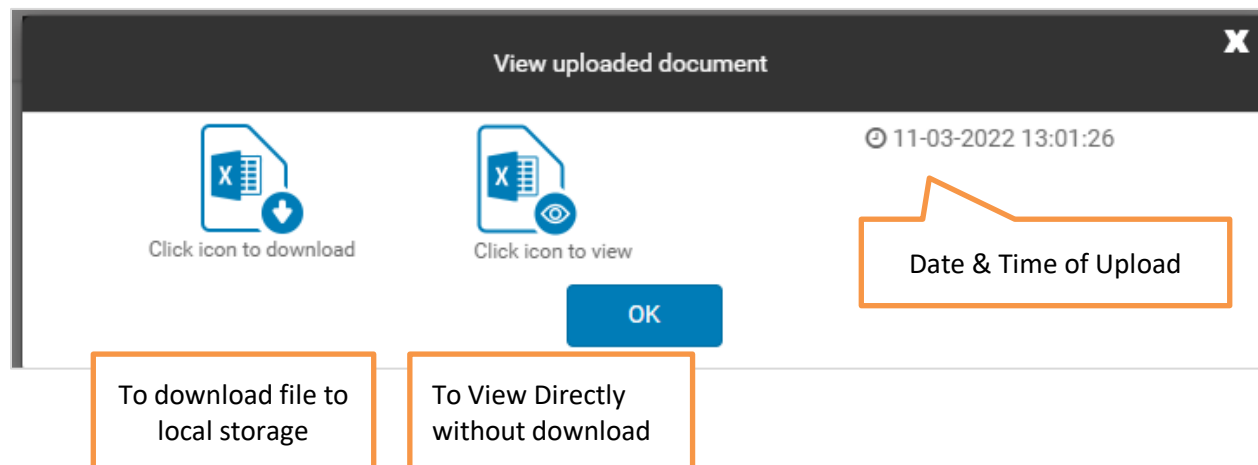
❖ Offline Evaluation Process

Step 1: Downloading of Answer Sheet PDF: For assigned test, evaluator found More button (Beside to

Evaluate Button). Under More Option, Two options are available
> Result Preview
> Offline Template

Result Preview: Click on result preview to get class or individual performance along with Test Analysis & Behavioral Analysis and to download excel sheet uploaded by test takers.

By clicking result preview it will redirect you to the page shown as below:
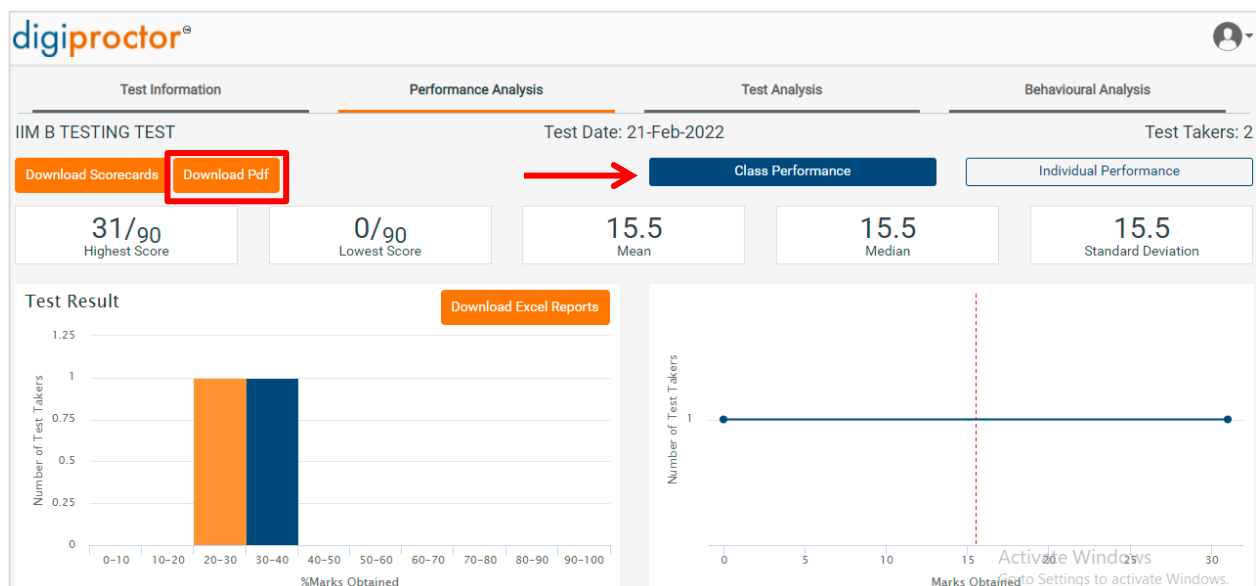
Select the **Class Performance** option and click on **download PDF (to download answer sheets)** button as mentioned in above screenshot.

Choose **to select all** and click on **download,** by clicking download button PDF ZIP File (Containing the Answer sheets of candidates) will be automatically Downloaded in your system, unzip the downloaded file for the offline evaluation.(Refer below Screenshot)

<u>Note</u>: If there are more than 50 test takers, then PDF/ Excel files of maximum 50 test takers are download at once.

<u>Offline Template:</u> (for Downloading of Offline Answer Sheet & Uploading of Marks)

When evaluator click on Offline Template Button, below screen will appear on his/her Screen, having 3 options as mentioned below:

Download Answer Scripts: By clicking on this button Evaluator can download all Answer Sheets PDF for the Test Takers, can be used for offline evaluation. (Refer below Screenshot)
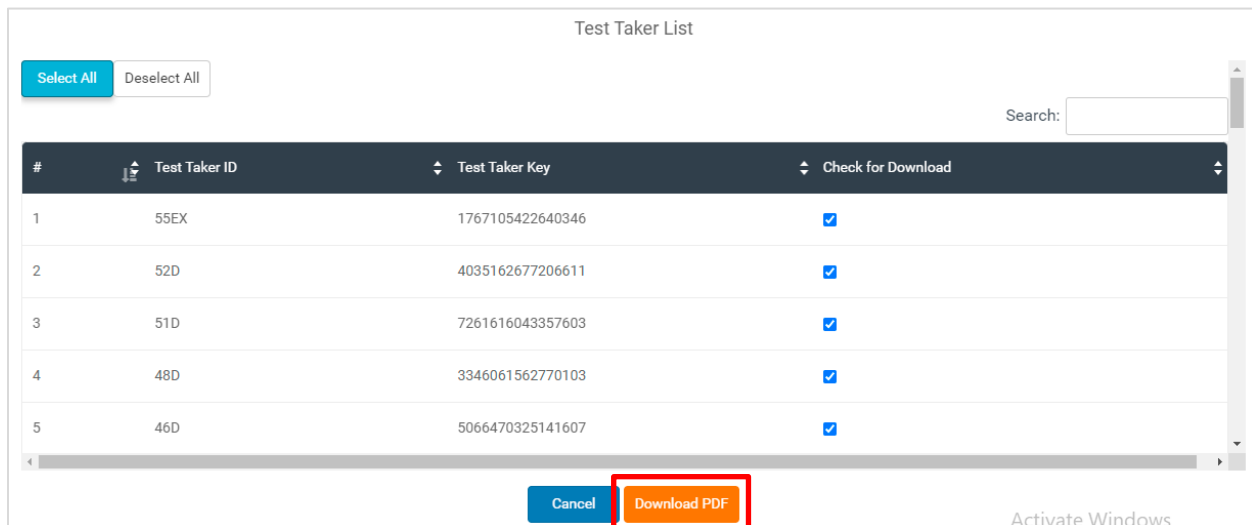
Download Marking Sheet: Once evaluation has been done manually, Evaluator must upload the excel sheet of marks of Test Taker to generate final result. For this, evaluator will use this button to download Excel Template to fill question wise marks of Test Takers. Excel Template contains Test Taker Name, ID Question Details along with maximum Marks info. Once question is evaluated by Evaluator he must fill The obtain marks in excel template as mentioned below by selecting marks from dropdown.

Choose File: Once evaluation is completed, to upload marks for Test Takers, same excel template is Used to upload the marks of Test Takers to generate final result

How to evaluate Excel Files in Offline Mode:

Login to Evaluator Account → Click on **More** → Click [👁 Result Preview] on **Result Preview** → Click [Class Performance] on **Class Performance** → Click on **Download PDF** [Download Pdf] **PDF**→ Select candidates → and click on **Download tt media** to [📥 Download tt media] download Excel files for the selected Test Taker for evaluation. Same process for uploading marks after evaluation to be followed as describe above

💡 **TIPS**: Beside to Download button, another button Download tt media is available, after selecting the Test takers Evaluator can click on Download tt media button. Once evaluator clicked on this button, Excel files uploaded by all selected Test Takers are start downloading in ZIP file (if any). Evaluator must unzip the file & evaluate the Excel files. (Refer below screen shot)

	Total student in test=73	Total student pdf in test=73	
☑	40	8A	AYUSH SHARMA
☑	41	36B	VASUK MISHIR
☑	42	27B	ROHIT RUNGTA
☑	43	24A	RAGHVENDRA YADAV
☑	44	11A	CHETAN PRABHASH
☑	45	38A	ZEESHAN KHAN
☑	46	27A	ROHIT KIRAR
☑	47	5B	ANSHUL KUMAR JAIN
☑	48	14B	JYOTI SARKAR
☑	49	28B	SANKET BANERJEE
☑	50	19B	NIKHIL KHANNA

If the above tally is not matching, please connect to your system administrator/ DigiProctor Manager
Technical Exception::1

[Back] [📥 Download] [📥 Download tt media]

❖ FAQs

➢ **Is it mandatory to input remarks for each question?**

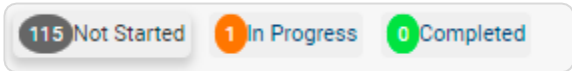No, it is not mandatory to input remarks. Remarks may be added to give context to the marks awarded.

➢ **Can an evaluator give marks in fractions/decimals?**

Yes, the marks be in decimals too.

➢ **How to find which question is unevaluated for a Test Taker?**

By clicking on status button coming on the right hand side, evaluator can check that for which question evaluation is pending for a specific Test Taker

➢ **How to find which candidate is pending within a particular test?**

Above to Test Taker list status button is available. Evaluator can click any of the available buttons to get the list filtered by Not Started/In Progress/Completed

➢ **Why is my evaluate button disabled on the dashboard?**

Your given evaluation time is over/exhausted hence evaluate button get disabled.

➢ **How does an evaluator change marks for a test taker?**

Select the test taker name from the list; select the question, which required re-marking, given new

Marks & click on Submit Marks options to complete the process.

➢ **How does an evaluator change marks of a completed test? (revaluation)**