DigiMarker
Digital Evaluation System

Digital Evaluation – Evaluator User Guide

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📘 DigiMarker–Digital Evaluation (FAQ)

A. Introduction & Basics

❓ A 1. What is Digital Evaluation?

Digital Evaluation is the process of assessing student answer scripts on-screen instead of manually checking physical copies.

☑ Benefits:

- **Accuracy**
- **Transparency**
- **Faster results**

A 2 .Can I evaluate from home?

Yes

- A stable internet connection
- Mobile hotspot is **not preferred** for evaluation ❌ 📶
- A laptop/desktop (preferred) 💻 🌐
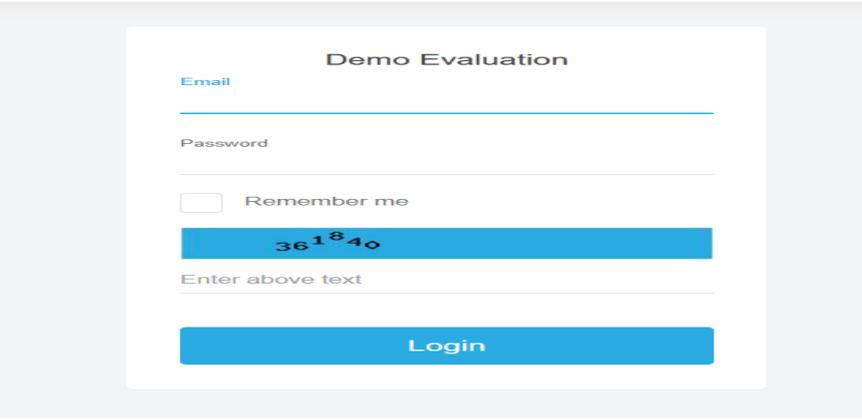
⏱ A 3. Access after office hours?

- ✔ Yes, DigiMarker is available **24/7**

Ensure stable internet

B. Login & Access

🔑 B 1. How do I log in to DigiMarker?

1. 📩 Upon successful registration on the DigiMarker platform, your login credentials, access URL, and user manual will be shared with you via email.
2. 🌐 Visit the **official URL / local server link**.
3. 🔓 Enter credentials → Click **Login**.

Demo Evaluation

Email

Password

Remember me

$36^{18}4_0$

Enter above text

Login

✉ B 2. Not Receiving Email or OTP?

✔ Please cross-check your email ID and mobile number shared with the department.

✔ Check your email inbox: Sometimes OTP emails go to Spam/Junk folders.

✔ Correct email/number: Ensure you are using the registered email ID or mobile number.

✔ Server delay: Wait 2–5 minutes as there may be a processing queue.

✔ Network & inbox: Make sure your internet is stable and your inbox isn't full.

🔑 B 3. What if I Forgot the Password?

- Use **Forgot Password** option, or
- Contact **Help Desk**.

🔐 B 4. Troubleshooting Login Errors

- **Credentials:** Check username/password carefully.
- **Internet:** Use stable Wi-Fi or LAN (avoid mobile hotspots).
- **Cache & Cookies:** Clear, then retry.(CTRL+H)
- **System Date/Time:** Must be correct.
- **Already Logged In:** Contact Help Desk
- **Firewall/Antivirus:** Ensure DigiMarker is not blocked.

✖ B 5. Logged out or unable to save?
Cause: Poor internet speed or unstable internet.
Solution:

- 🚫 Avoid mobile hotspots
- ✔ Use Wi-Fi or LAN

🔄 Restart router if needed

🔐 B 6. What does "Session Expire" mean?

- Session ended due to inactivity.
- ☑ Log in again to continue.

C. System & Technical Requirements

🌐 C 1. Supported Browsers

- 🌟 **Google Chrome** (Recommended)
- 🦊 **Mozilla Firefox**

💻 C 2. Supported Operating Systems

- 🪟 Windows 10/11
- 🍎 macOS (latest)
- 🐧 Linux (limited support)

📶 C 3. Minimum Internet Speed

- Stable **20–50 Mbps** recommended.

🔦 C 4. Can I use a mobile hotspot?

- ✖ Not recommended
- ✔ Prefer LAN or strong Wi-Fi

💻 C 5. Recommended Screen Resolution

- Minimum **1366 × 768 pixels**

⏰ C 6. Check date and time to avoid system errors

- Go to Adjust date & time setting --> Set time zone automatically

Wrong time may block DigiMarker access during Evaluation.

Cause: Incorrect system **date and time**.
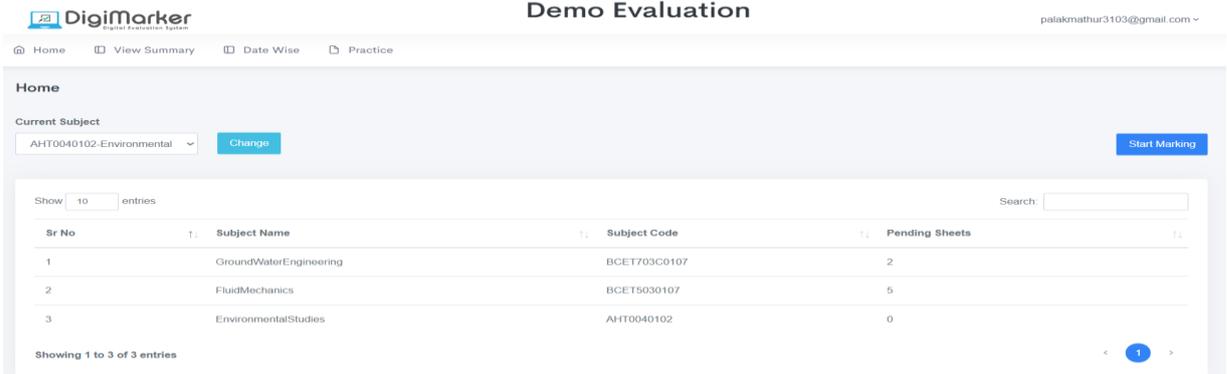**Solution:**

1. ⏰ Right-click clock → Change Date/Time.
2. Sync with Internet Time.
3. Save & retry login.
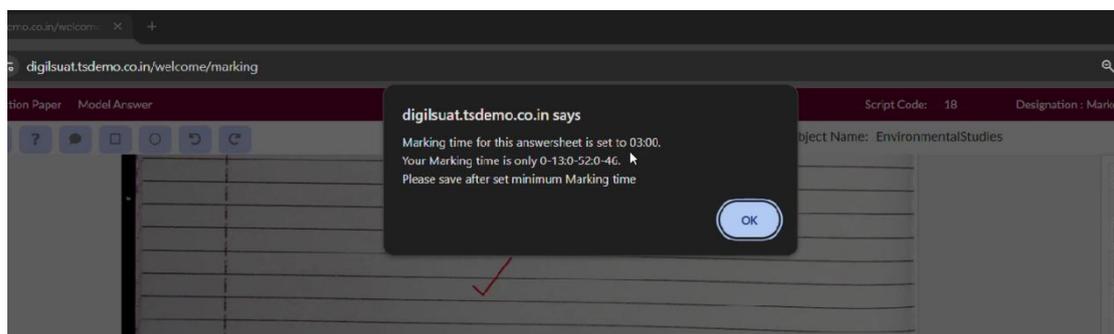
D. Assigned Scripts & Navigation

📒 D 1. How do I access my assigned scripts?

1. After login → Click **Start** to open **Dashboard**.
2. Select the **Subject Code** with available scripts.
3. Click **Change** → Message: "**DEFAULT SUBJECT UPDATED SUCCESSFULLY**".
4. Click **Start Marking** → Begin evaluation.

❓ D 2 i. Error: "No more sheet showing" – Case 1

- ☑ All assigned scripts have been evaluated
- Confirm with Help Desk if subject evaluation is completed

❓ D 2 ii. Error: "No more sheet showing" – Case 2

- Connect to Helpdesk sharing respective Subject Code

✦ D 3. Feature to Rotate & Zoom Answer Sheet

- 🔄 Allows rotating pages and zooming in/out for better readability
- Ensures **clear visibility**, making evaluation **smoother & faster**
- Options available at the **bottom left and right corners** for easy viewing

✏️ D 5. Annotations Toolbar

**Tools available at the top of the screen:**

- ☑ Right Tick – Correct answers
- ✖ Wrong Sign – Incorrect answers
- ❓ Question Mark – Doubtful answers
- 📝 Comment Box – Add notes
- ⬛ Rectangle / ⭕ Circle – Highlight areas
- ↩ Undo / ↪ Redo actions -Allows removing or restoring annotations made on the answer sheet
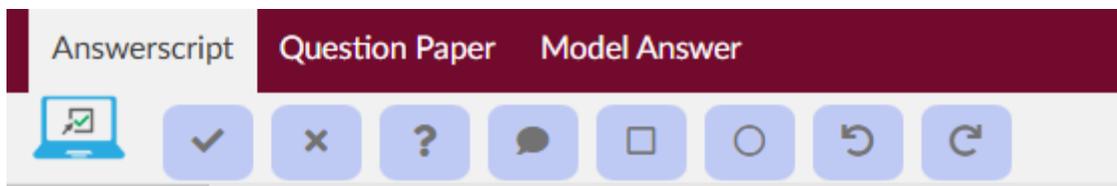
E. Marking & Evaluation Process

✍️ E 1. How do I mark answers?

1. Select **Question Number**.
2. Right-click → Enter marks.
3. Marks **auto-save** & totals are **auto-calculated**.
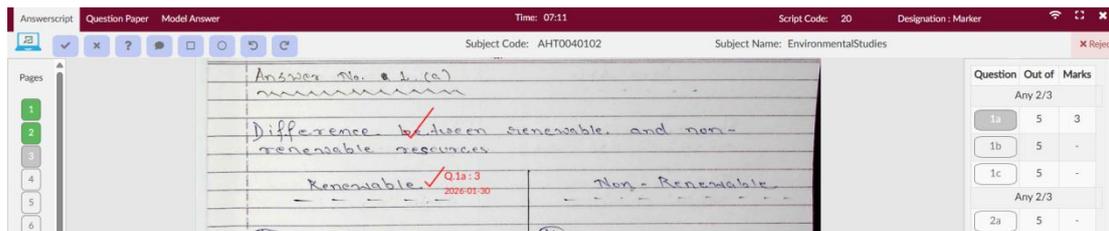
✍️ E 2.What If the marking panel is not showing after right-click,

For the **marking panel to appear**, you must:

✔️ **First select/click on the particular question number** in the script panel.

✔️ Then **right-click with the mouse** on that question area.

✔️ The **marking panel will pop up** (with options to enter marks)

✔️ If you right-click anywhere else (blank space / outside the question area), the marking panel will **not show**.
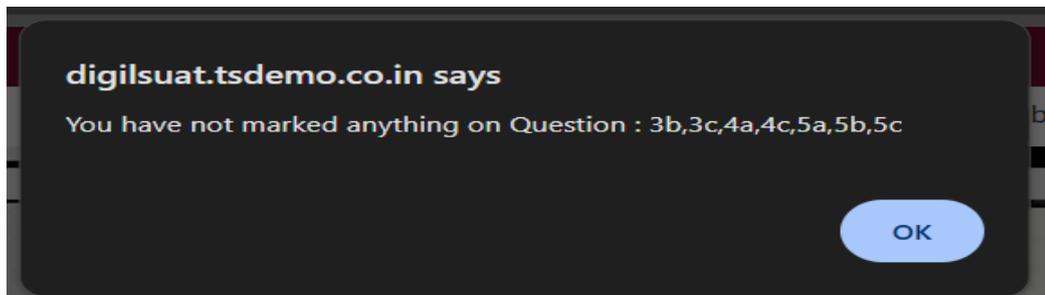
🔄 E 3. Can I change marks?

- ✔️ Select the question → Use **Undo** ↺ to remove.

Re-enter marks → **Auto-saved & re-totaled**.

Note: After you click on submit then marks can't be changed in any condition

✖️ E 4. What if I skip a question & pages?

- ⚠️ Warning: System will notify at the time of submission :
  "**You have not marked respective questions and pages.**"☑️ Review script carefully before submission.

digilsuat.tsdemo.co.in says

You have not marked anything on Question : 3b,3c,4a,4c,5a,5b,5c

OK

digilsuat.tsdemo.co.in says

You have not marked anything on pages : 36,38,42

OK

⚠️ E 5. What if the student leaves questions unattempted?
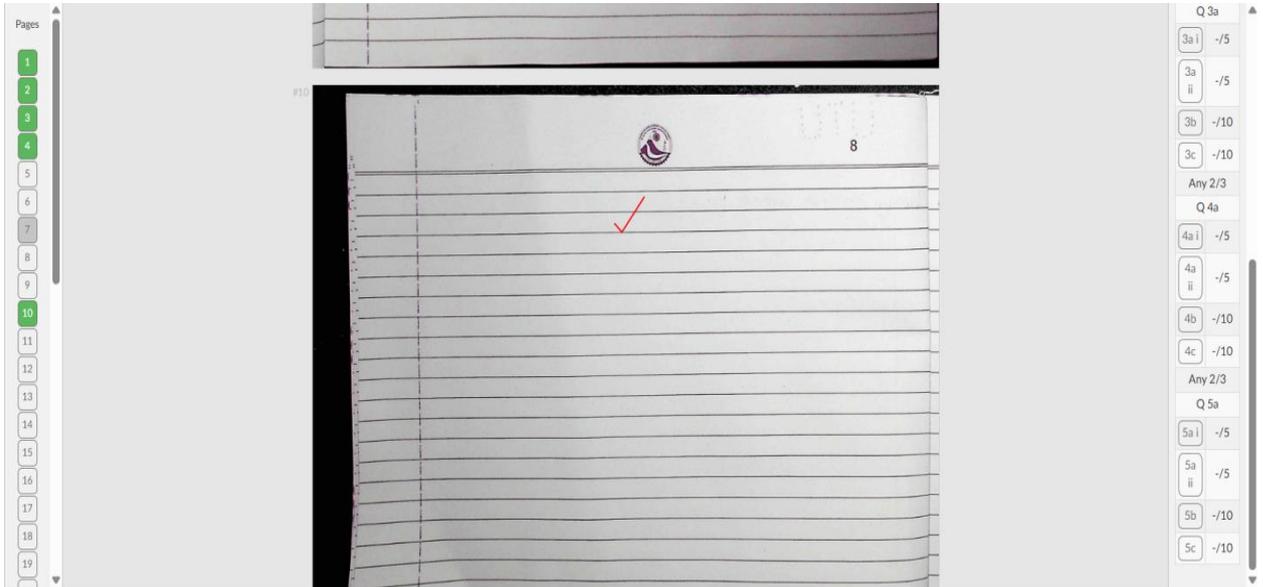
➢ Always record **"0" marks with remark "NA"** instead of leaving it blank, so the system registers it as evaluated.

Otherwise, the system will flag it during submission with a message like:
"You have not marked these questions."

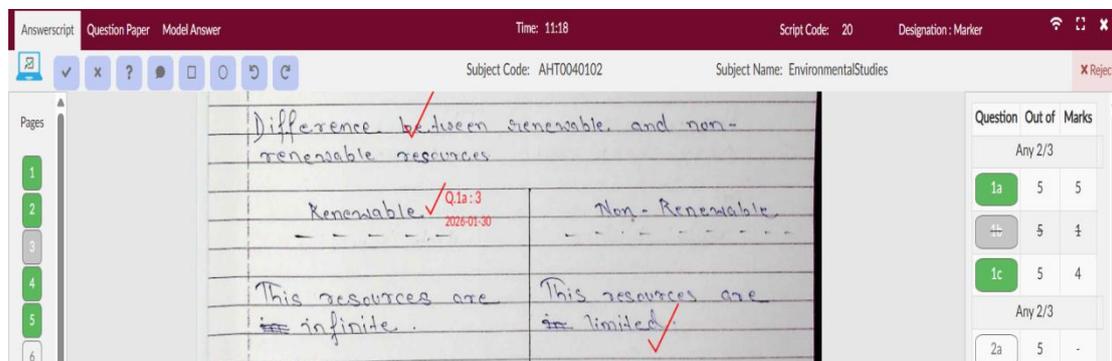## 🚫 E 6. What if a page is blank?

Use **Right Annotation Tool**.

➕ E 7. What if I mark an over-attempted answer, since only 2 questions need to be attempted out of 3?

- Digimarker removes overattempted less given marks question from total

  Note : Check Question - 1 b is removed from total due to overattempted question

✓ Ensure **every question is marked** before submission.

📊 E 8. Can I see total marks?

- ☑ Displayed automatically after marking all questions & also while click on submit , also at bottom right corner.

- DigiMarker **auto-calculates totals**.
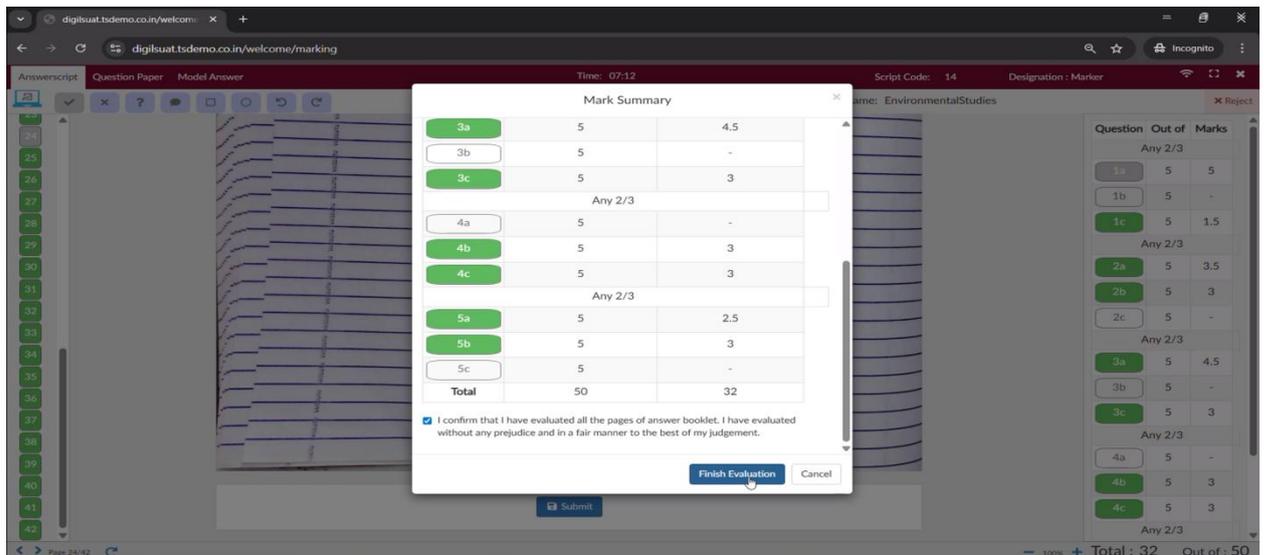
E 8. Any minimum time set for marking?"?

Yes , Minimum marking time: 3 minutes — submission is allowed only after 3 minutes

# F. System Hangs, Crashes, or Network Disconnection During Marking

⚠️ F 1. System hangs or crashes?

- Re-login to the system.

- After re-login, only the booklet you were previously checking will be displayed.

- This is because the booklet remains assigned to you.

- 📞 If issue persists → Contact **Help Desk**
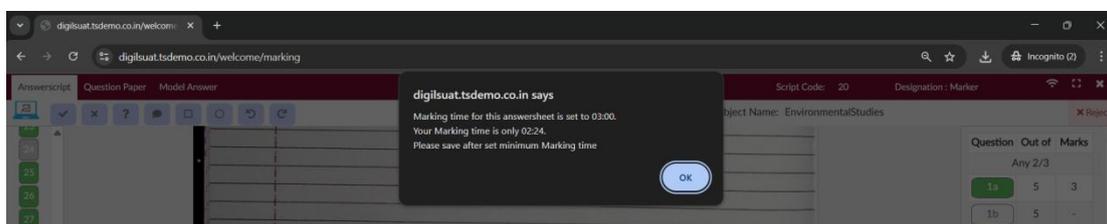
✕ F 2. Error : Can't save document

- Unstable internet connection – network drops or slow connectivity.

- Using an incompatible network – e.g., **mobile hotspots** not supported by DigiMarker

- Session timeout – being inactive for too long.
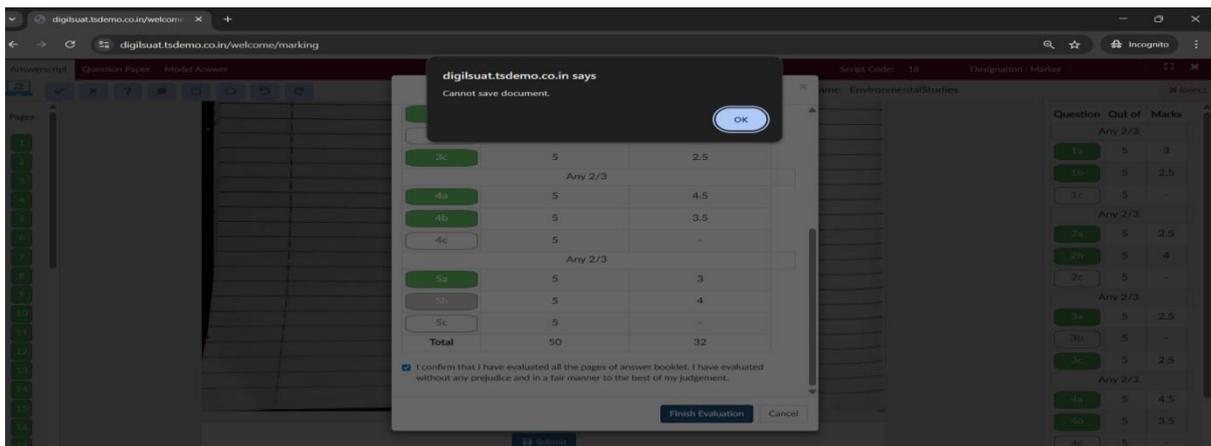

G. Submission & Rejection

☑ G 1. How do I confirm submission?

- Click **Submit Evaluation**.
- Confirmation: "**Sheet Successfully Saved**."
- Click on Start to check another assigned sheet.
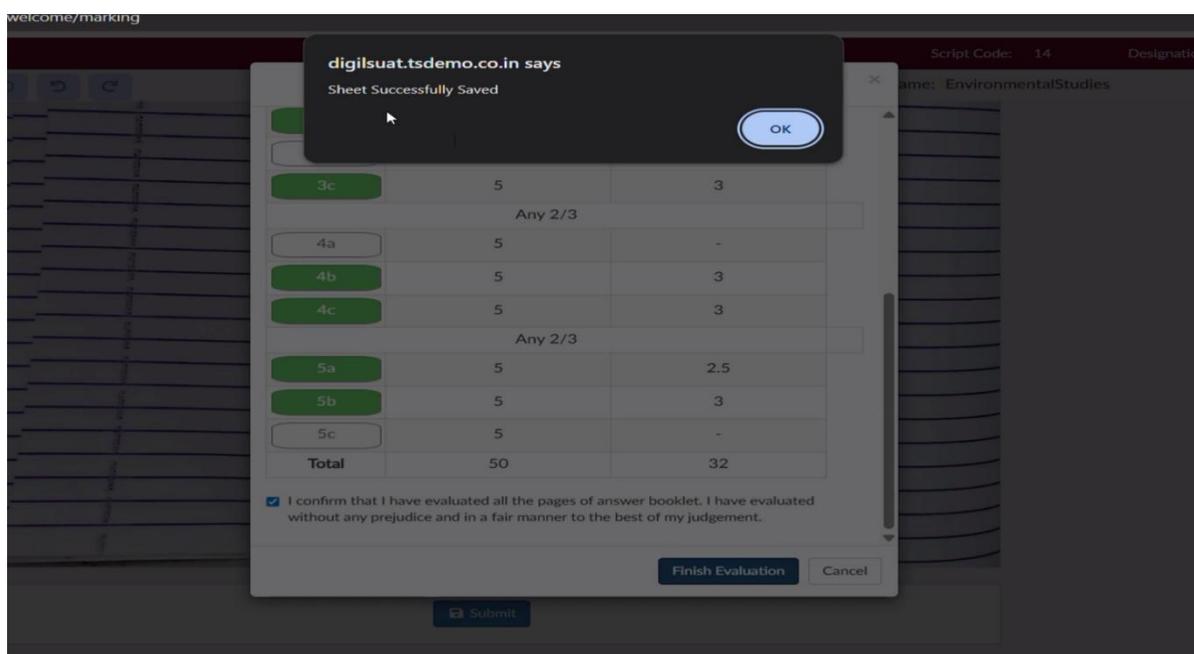
🚫 G 2. How do I reject an answer sheet & its Explanation ?

1. Click **Reject** (top-right corner toolbar).
2. Select reason:
   - 🟦 Different Language-Answer sheet in another language.
   - 📑 Different Set-Answer sheet of a different set.
   - 📚 Different Subject-Answer sheet of another subject.
   - 🌀 Pages Are Blurr-Pages are unclear/unreadable.
   - 📄 Show Submit Button-Directly Submit Button showing
   - ➕ Other-Any other issue
3. ☑️ Script removed from dashboard
4. Connect to helpdesk for its Reupload status after reject booklets verification
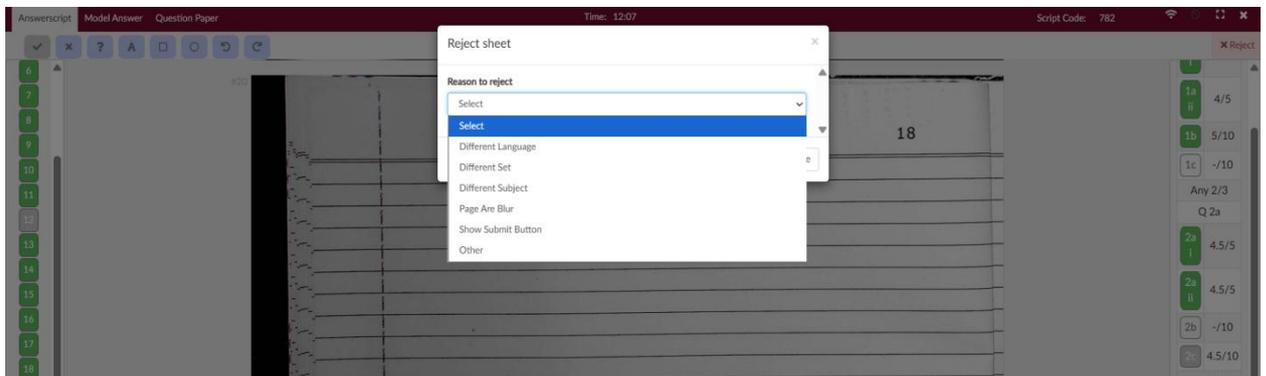
H. Roles & Responsibilities
✨ H 1. Role of Head Marker in Digital Evaluation

- 👲 Acts as **second-level evaluator** after examiners
- Re-checks answer sheets for **fairness, consistency & quality control**
- **Red colour mark/notation** will indicate that the booklets has been **rechecked by the Head Marker**.

✨ H 2. Role of Deputy Head Marker in Digital Evaluation

- 👲 Acts as **First-level evaluator** after examiners
- Re-checks answer sheets for **fairness, consistency & quality control**
- **Blue colour mark/notation** will indicate that the booklets has been **rechecked by the deputy**.

✦ H 3. Head Marker & Deputy Head Marker Assignment Criteria

- 📌 Assigned based on **university/institution guidelines**
- Selection depends on **subject expertise, experience & academic requirements**

I. Technical Support

🛠️ I 1. Whom to contact for technical issues?

✔️ **Technical Support:** 8655701438
   (Also listed on the DigiMarker login page)

✔️ Explain the issue clearly for faster resolution.

📝 I 2. Precautions while evaluating

- 🚫 Do not share login credentials.
- 📙 Don't leave system unattended or logout
- 💾 Save work frequently.
- 📋 Follow official evaluation guidelines.

☑️ ✖️ I 3. Do's & Don'ts for Evaluators

✔️ **Do's**

- Follow official marking guidelines
- Maintain confidentiality
- Use system features correctly (Annotations, Reject, Submit)
- Report issues to the support team without delay.
- Ensure date, time & internet are correct

✖️ **Don'ts**

- Do not share login credentials
- Do not alter marks/data outside DigiMarker
- Avoid unauthorized devices/networks
- Do not discuss/share student scripts/marks outside official channels
- Do not leave the system unattended while logged in