Review Request by Student-User Manual

Review is the feature provided for the students who failed in revaluation result(UG) or Valuation result(PG) to request for review of their answer scripts. Students can add the Review request and make the fee payment online as detailed below.

Notification for applying for review (UG) – refer KTU Website for changes

- Students who failed after revaluation and have a copy of Answer book in hand (Obtained after applying for copy of answer book through KTU portal) can apply for Review within 15 calendar days after the declaration of revaluation results.
- Students who failed after revaluation and don't have copy of Answer book in hand and desirous to review shall first apply for copy of Answer book within 7 calendar days after the publication of revaluation result. And student can apply for review within 7 days after uploading the answer script.
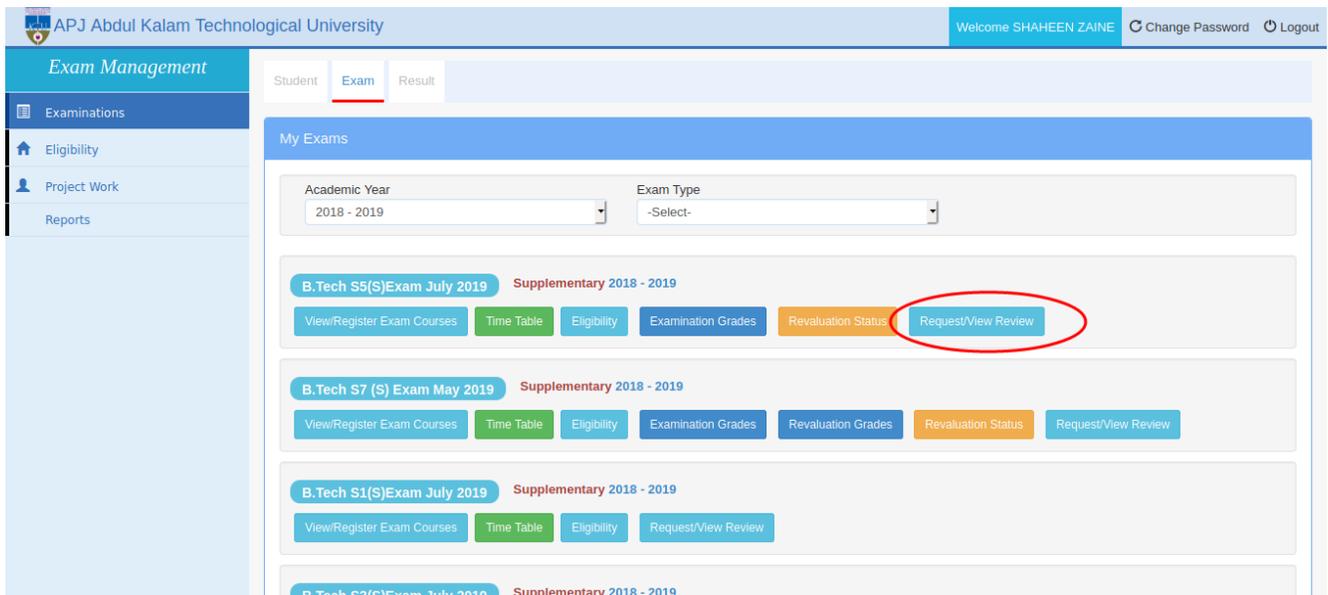
Notification for applying for review (PG) refer KTU Website for latest

- Students who failed after publication of result and have a copy of Answer book in hand (obtained after applying for copy of answer book through KTU portal) can apply for review within 15 calendar days after the declaration of results.
- Students who failed after publication of result and don't have a copy of Answer book in hand and desirous to review shall first apply for answer book copy through KTU portal within stipulated time. The student can apply for review within 8 days after uploading the answer script.

Steps to be followed by students to Requesting for Review:
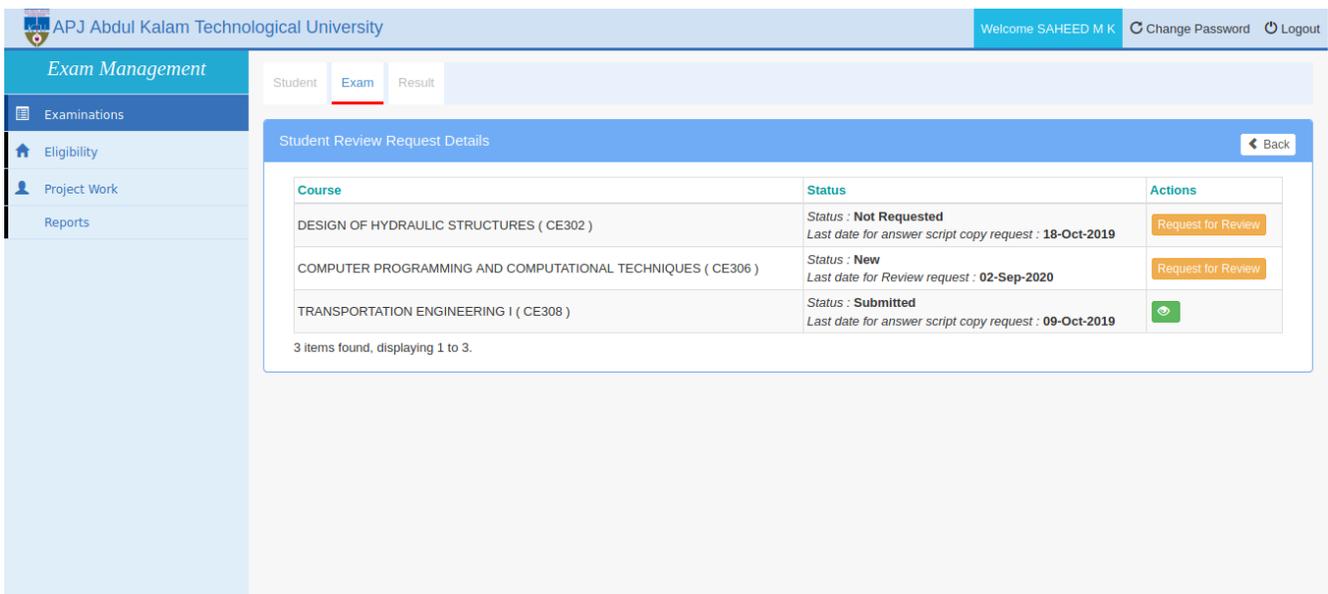
Go to **Exam > Examination > Request/View Review**
If exam result is processed, **Request/View Review** button will be available against the exams.

Screen-1

Click the **Request/View Review** button to view the review applicable courses. Then the following screen will be shown.
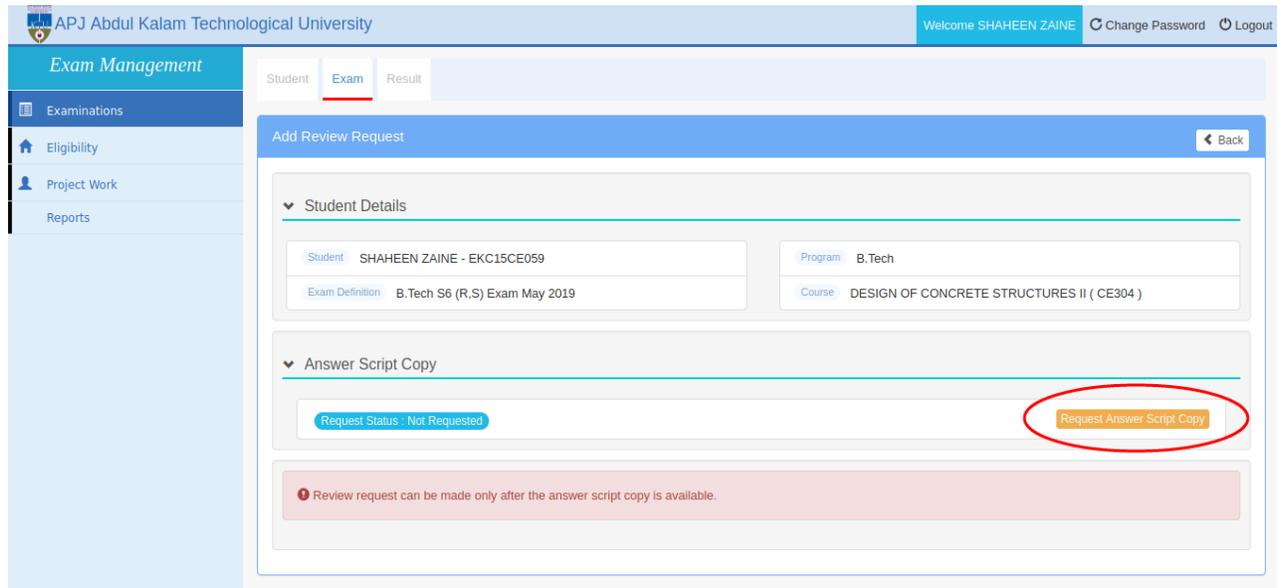

Screen-2

Screen 2: Screen which shows review applicable course

Student can view the current status of the review request and the Last date for review request/ Last date for Answer script copy request in the status column.

Click the **Request for Review** button against the course to request for review for that course.

What to do if Answer Script Copy is not available

- If the answer script copy is not available for the course, the student shall first apply for answer script copy.
- Answer script copy requesting link will be available in the review requesting page. Review requesting provision will be activated only after the answer script is available.

Screen-3

As shown in the above screen, the Answer script requesting link and the error message "Review request can be made only after the answer script copy is available" will appear if answer script copy is not available.

Click **Request Answer Script Copy** button to apply for answer script (Refer to Answer Script Copy Help document to view answer script copy request process)

What to do if Answer Script Copy is available

After answer script copy made available, the Review request provision will be activated in the page as shown below.

Exam Management

Examinations

Eligibility

Project Work

Reports

Student   Exam   Result

Add Review Request   ❮ Back

▼ Student Details

Student   SAHEED ASAFALI M K - EKC15CE054   Program   B.Tech

Exam Definition   B.Tech S6 (R,S) Exam May 2019   Course   COMPUTER PROGRAMMING AND COMPUTATIONAL TECHNIQUES (CE306)

▼ Answer Script Copy

Request Status : Answersheet Uploaded   ⬇ DMC15EC008_ProvisionalDegreeCertificate.pdf

▼ Review Request Details

Document   `   Browse...

Format : .pdf, Max File size : 15 MB

⬆Click here to download review request form

▼ Refund Bank Details

Name of Bank   Bank Account Number   IFSC Code
Enter name of bank   Enter bank account number   Enter IFSC code

Bank Branch Name   Account Holder Name   Mobile Number
Enter bank branch name   Enter account holder name   Enter mobile number

Email
Enter email

Save

Screen-4

- Student can download the available answer script by clicking the **Download** button in the answer script box.
- Upload the Review request application form
- Fill all the mandatory refund bank details fields appropriately.
- Click **Save** button to save the request details.

Screen-5

- Click **Submit And Proceed To Pay** button to submit the request and pay the review request fee.

Screen-6

Click **View** button against the course to view the submitted review request details

Screen-7

Student can download answer script copy and submitted review request document by clicking the respective download icon.

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