

## User Manual- Answer Script Copy Request by Student

### Introduction

This document covers the flow of answer script copy request from student login. A student can make an answer script copy request and also pay the fee online through the portal after logging on to the portal.

### Steps to be followed

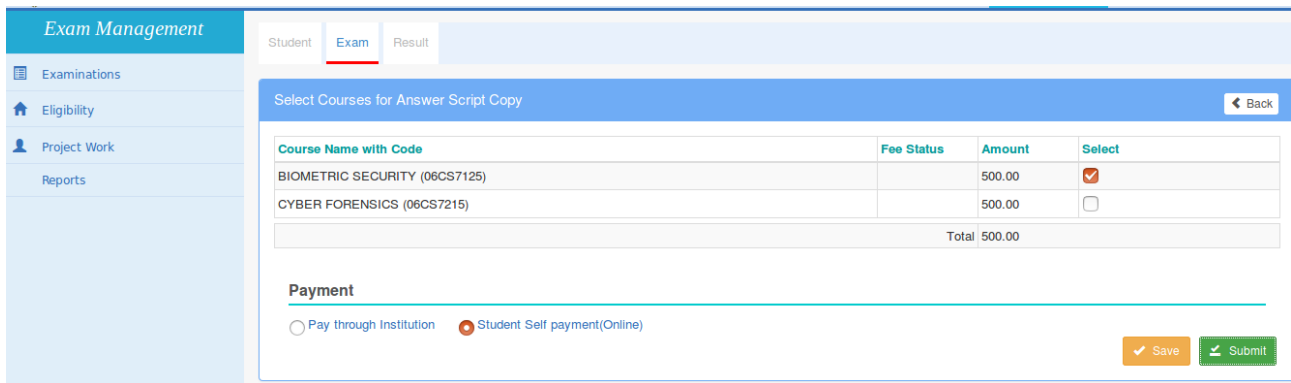
- Choose the exam for which answer script copy is needed.
- Go to – Exam – Examination – **Request Answer script copy** against the exam(ref below image)

The screenshot shows the 'Exam Management' section of the APJ Abdul Kalam Technological University portal. The 'My Exams' section is active, displaying a list of exams. The filters are set to '2019 - 2020' for the Academic Year and '-Select-' for the Exam Type. The exams listed are:

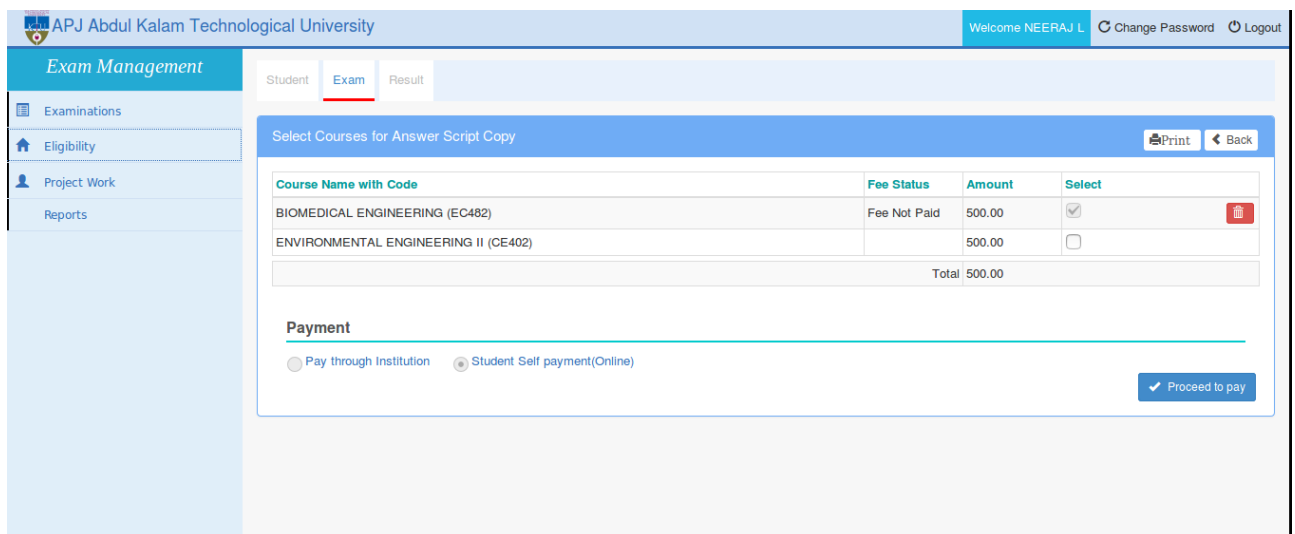
- M.TECH S4(RS) Exam May 2020 (End Semester/Honours Exam 2019 - 2020)
- M.TECH S2(RS) Exam May 2020 (End Semester/Honours Exam 2019 - 2020)
- M.Tech S2 (S) Exam Dec 2019 (Supplementary 2019 - 2020)
- M.TECH S1(RS) EXAM DEC 2019 (End Semester/Honours Exam 2019 - 2020)
- M.TECH S3 (RS) EXAM DEC 2019 (End Semester/Honours Exam 2019 - 2020)

Each exam entry has buttons for 'View/Register Exam Courses', 'Time Table', and 'Eligibility'. The M.TECH S3 (RS) EXAM DEC 2019 entry also has a 'Request Answer Script Copy' button.

- When clicked on **Request Answer Script Copy** button the page navigates to Select course for answer script copy page.
- Tick mark on the subjects for which the answer-script copy is needed.



- Two options appear – Pay through Institution and Student Self Payment Online.
  - Select **‘Student Self Payment (Online)’** if the student want to pay the fee online from student login
  - Select **‘Pay through institution’** if the student wants to pay the fee at the Institution so that the Institution can pay online.
  - Select **Student Self Payment(online)**
  - Select course and click **Save and submit.**
- Once submitted (before fee payment), the **Delete** icon against the course gets displayed. If user wants to remove the course, can click on **Delete** icon. (If needed again, a new request should be added again from the student login )
- Click on **Print** to print the fee slip of the answer script copy details.



- If **‘Student Self Payment’** is selected, the **‘Proceed to Pay’** button appears and the student can proceed to pay the Answer Script Copy fee.
- Click on **Proceed to Pay** button to do payment from student log-in. The page navigates to Make payment page as shown in the below image.

APJ Abdul Kalam Technological University

Welcome NEERAJ L [Change Password](#) [Logout](#)

Proceed to Pay

▼ You can make the payment for 'Answer Script Copy Registration Fee'

Payment Gateway: Federal Bank

Amount to be paid: 500

[✔ Make Payment](#)

- If '**Student Self Payment**' is chosen, the answer script copy request is considered by the University only if fee payment is complete.
- Click on **Make Payment** to continue with payment process.
- On successful payment, the system displays **Go to home, Print Receipt, View Request Details** buttons on the success pop-up(ref below image)
  - **Go to home:** The page navigate to student profile.
  - **Print Receipt:** Displays the receipt with course details and the payment method.
  - **View Request Details:** Displays the request details of answer-script copy.

Payment Information

Your Payment is successful

[🏠 Go to home](#) [🖨️ Print Receipt](#) [📄 View Request Details](#)

## Checking the Status of Answer Script Copy Request

On clicking the **Answer Script Copy** button on exam listing page, the below page appears which shows the result for the answer script requested course and total amount along with current status ie; whether answer script yet available for download or not, when the request is approved by university.

APJ Abdul Kalam Technological University | Welcome WAZIM P N | Change Password | Logout

Exam Management

Student | **Exam** | Result

Selected Courses for Answer Script Copy

Exam Name : B.Tech S3 (S) Examination Apr 2018

Course Name with Code	Amount	Files
FLUID MECHANICS I (CE203)	500.00	Answer Script copy not yet ready for download
Total		500.00

## Answer Script Download

When the answer script is uploaded by the university or the camp officer, it will be available for download in the Student login as shown in the below screen.

APJ Abdul Kalam Technological University | Welcome ANN MARTIN | Change Password | Logout

Exam Management

Student | **Exam** | Result

Selected Courses for Answer Script Copy

Exam Name : B.Tech S5 (S) Exam Apr 2018

Course Name with Code	Amount	Files
MICROPROCESSORS & MICROCONTROLLERS (EC305)	500.00	<a href="#">NewDoc2018-11-0515.22.20.pdf</a>
Total		500.00