

**GUIDELINES TO SOLVE THE QUERY (IF ANY) IN ALREADY  
ASSESSED ANSWER-SCRIPT**

1. Uninstall the existing DVS version (if any) from system.
2. Install **DVS version 4.1.9.37** from link:  
<http://gtu.ac.in/EAssessment.aspx> (Date: 1/8/2016)
3. Enter your DVS user-name and Password.
4. Click on **Start Rechecking Evaluation**.
5. Faculty member can see the answer-script(s) in which probable query is found.

Possible reasons of query:

- student has attempted a question but in corresponding mark-box, NA is written
  - mark are misplaced in questions having optional part
  - a whole answer remain unassessed
6. Remember that these are the answer-scripts which you have assessed in Summer-2016 exam.
  7. Mark can be edited for only those questions having query.
  8. Annotation must be required on each page of answer-script.
  9. After solving the query, finally submit the answer-script.

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