

St. Xavier's College

Empowered Autonomus Institute

NOTICE FOR VIEWING, REVIEW AND REVALUATION OF ANSWERBOOKS

FOR THE EXAM HELD IN OCTOBER / NOVEMBER 2025

Students who have appeared for the End Semester Regular Examination held in October / November 2025 can apply for review & revaluation of answer book/s on sxc.qualcampus.com procedure for the same is attached at the end of the notice.

Viewing of Answer books: By applying for this, a digital copy of the evaluated Answer book will be made available to the student within their login after a payment of Rs. 200 per course. (Procedure attached below)

Review of Answer books: Students may apply for Review only in case of discrepancies with respect to the following:

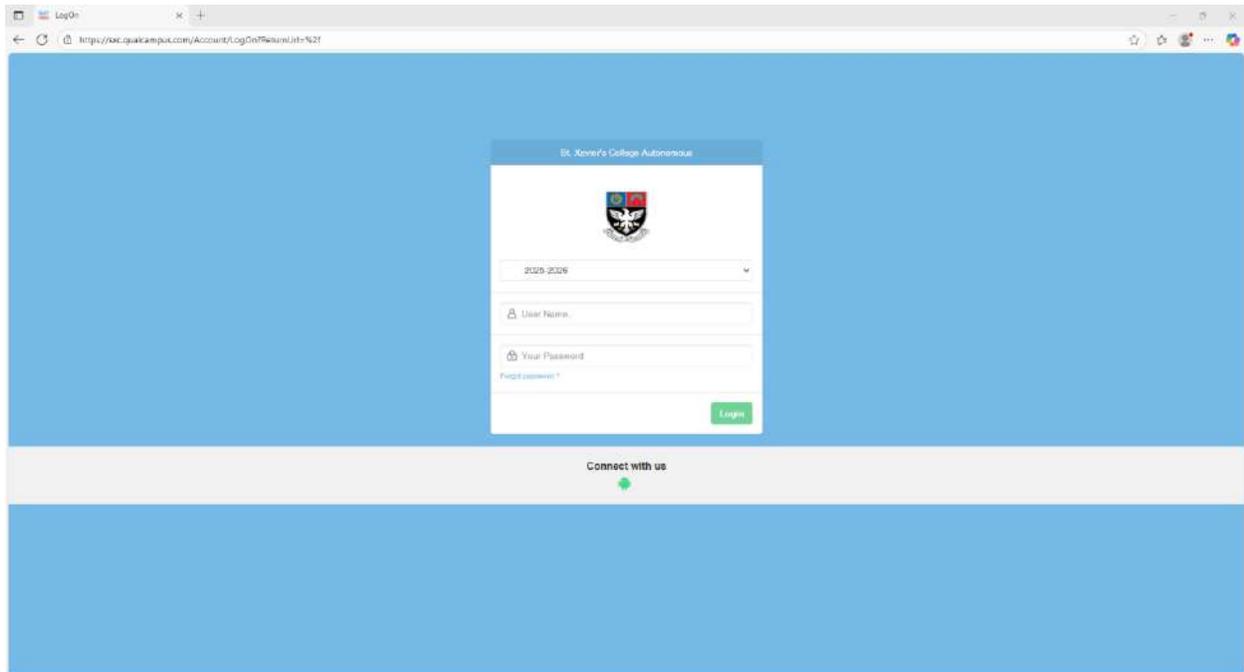
- Unassessed question
- Incorrectly marked question
- Incorrect answer book.

Revaluation of Answer books: Students may apply for Revaluation directly, without opting for Viewing or Review, by paying a fee of ₹750 per course. In case of revaluation, the answer book shall be assessed by a third examiner. The marks awarded by the third examiner shall be final and binding, and no further request for review or revaluation shall be entertained.

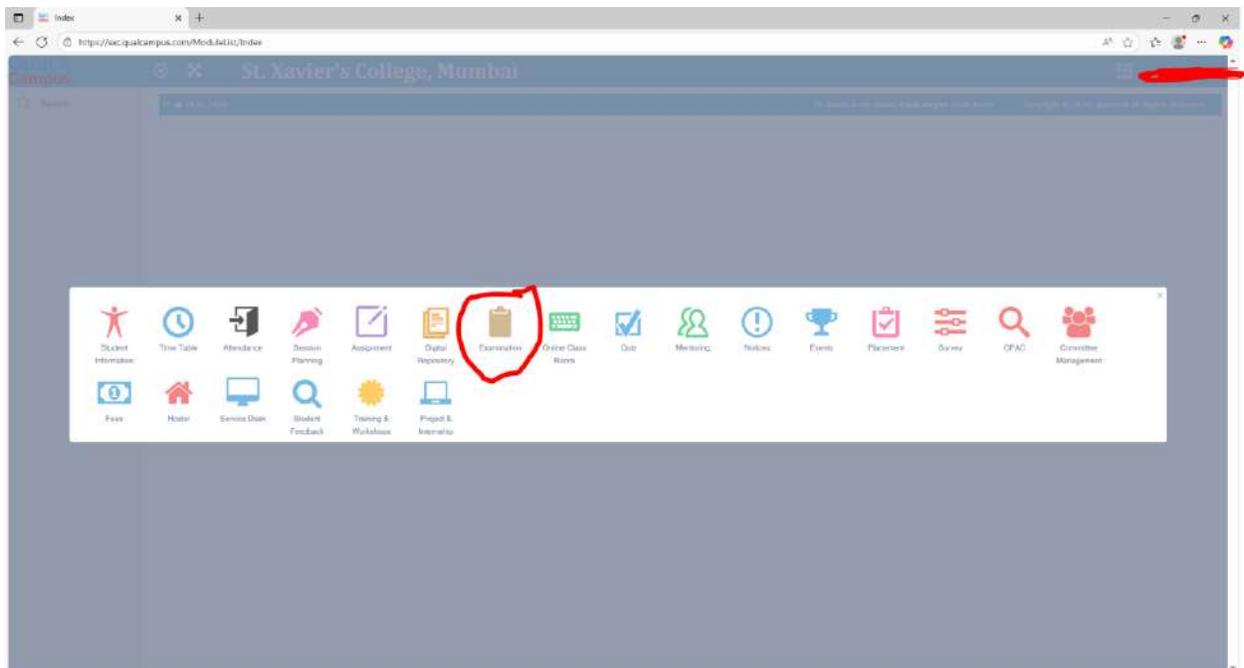
	Last Date of Application
Viewing of Answer books	10th January 2026
Review of Answer books	
Revaluation of Answer books	

PROCEDURE FOR VIEWING ANSWER BOOKS

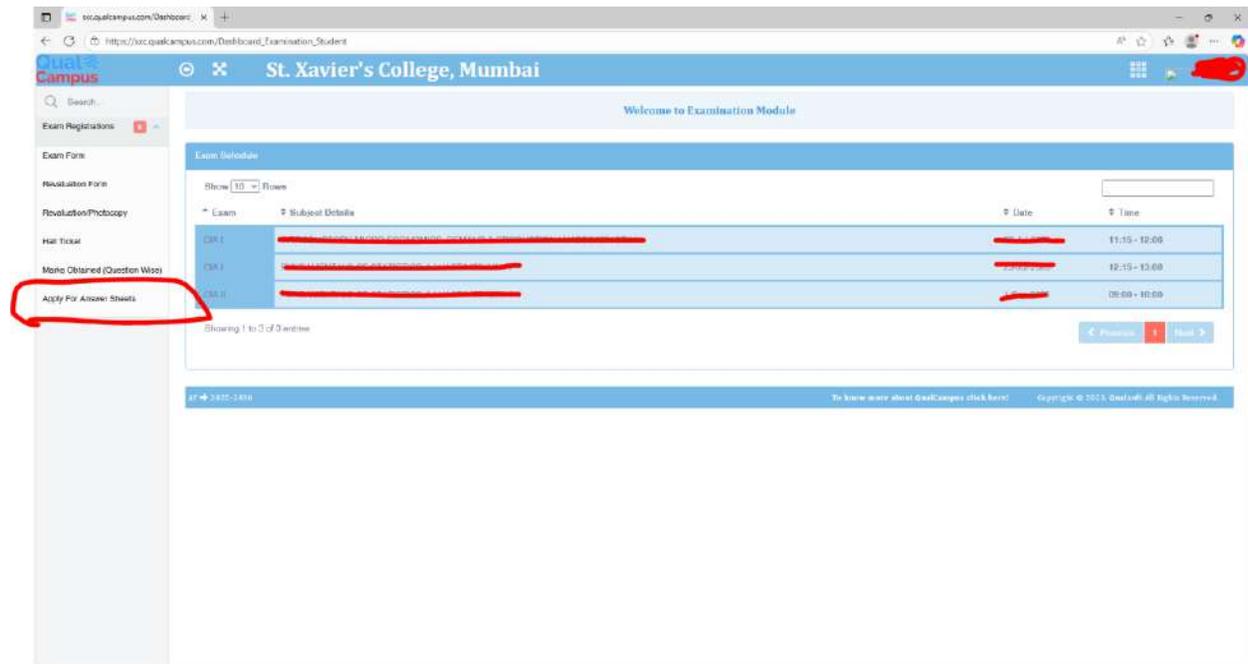
1. Log in to sxc.qualcampus.com using your credentials



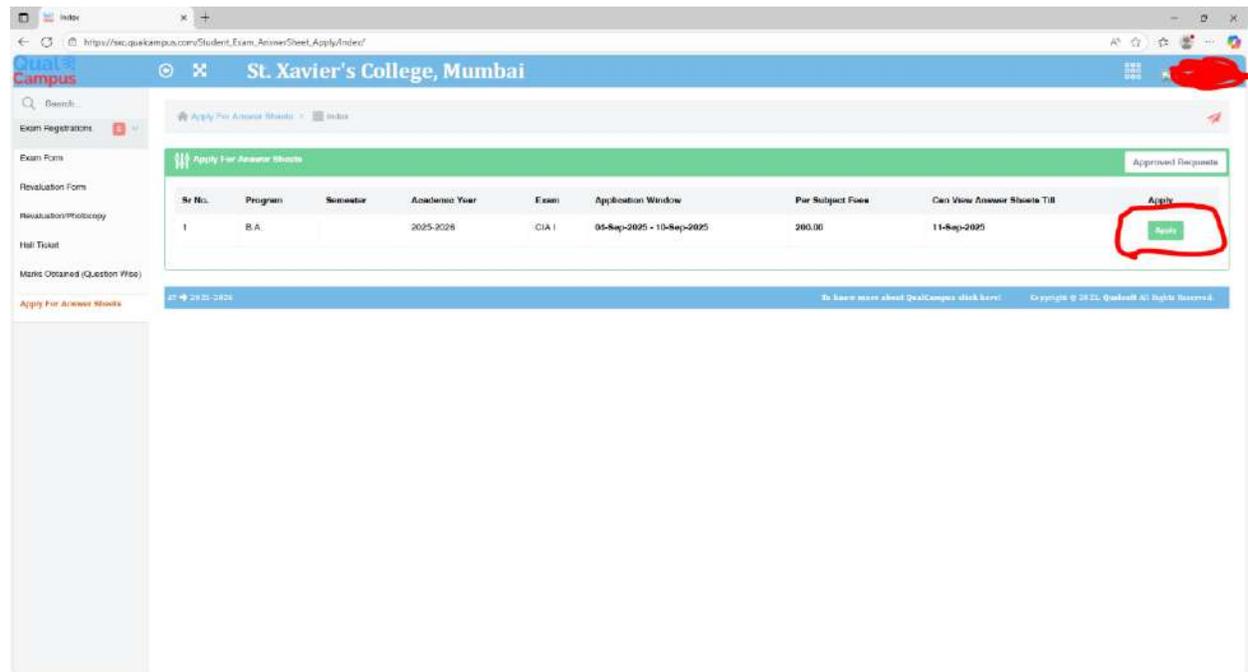
2. Go to **Examination Module**



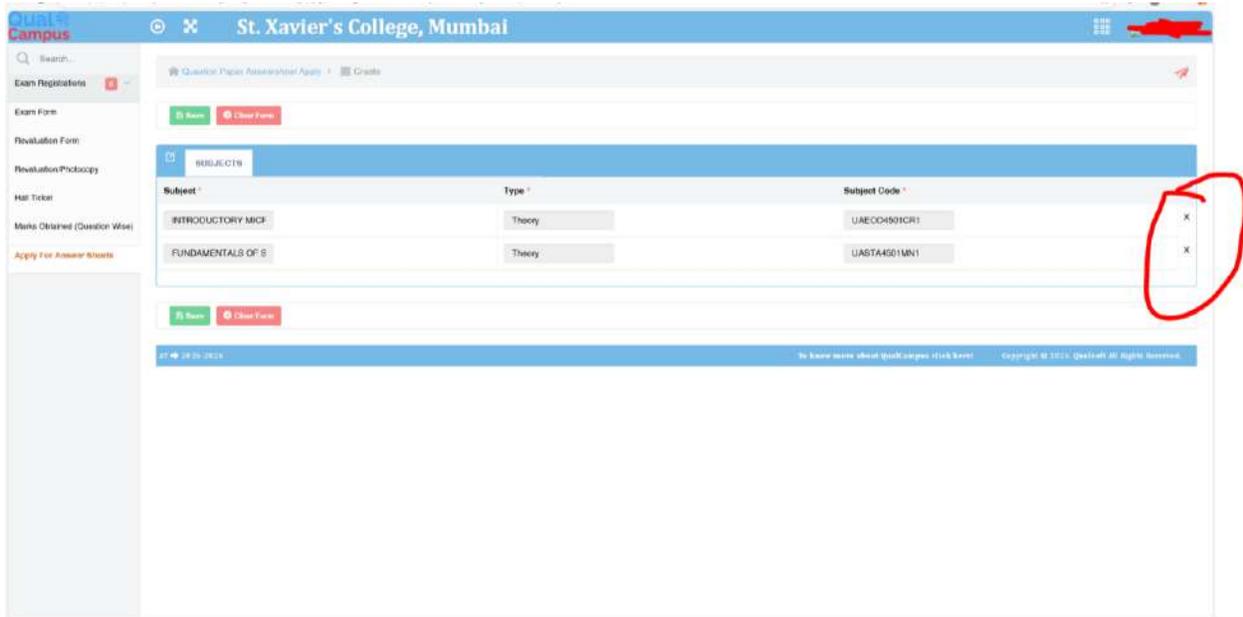
3. Under **Exam Registrations** Menu Click on **Apply For Answer Sheets**



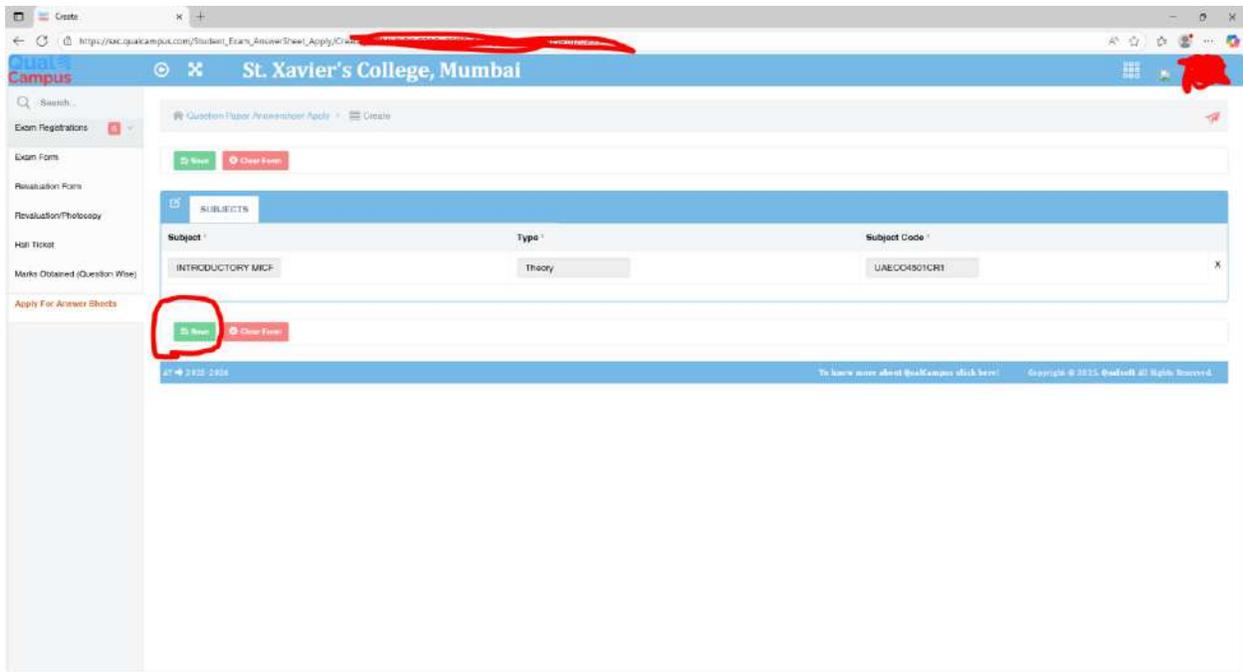
4. On the **Apply For Answer Sheets** page, click on **Apply** against the Exam session you want to see papers of.



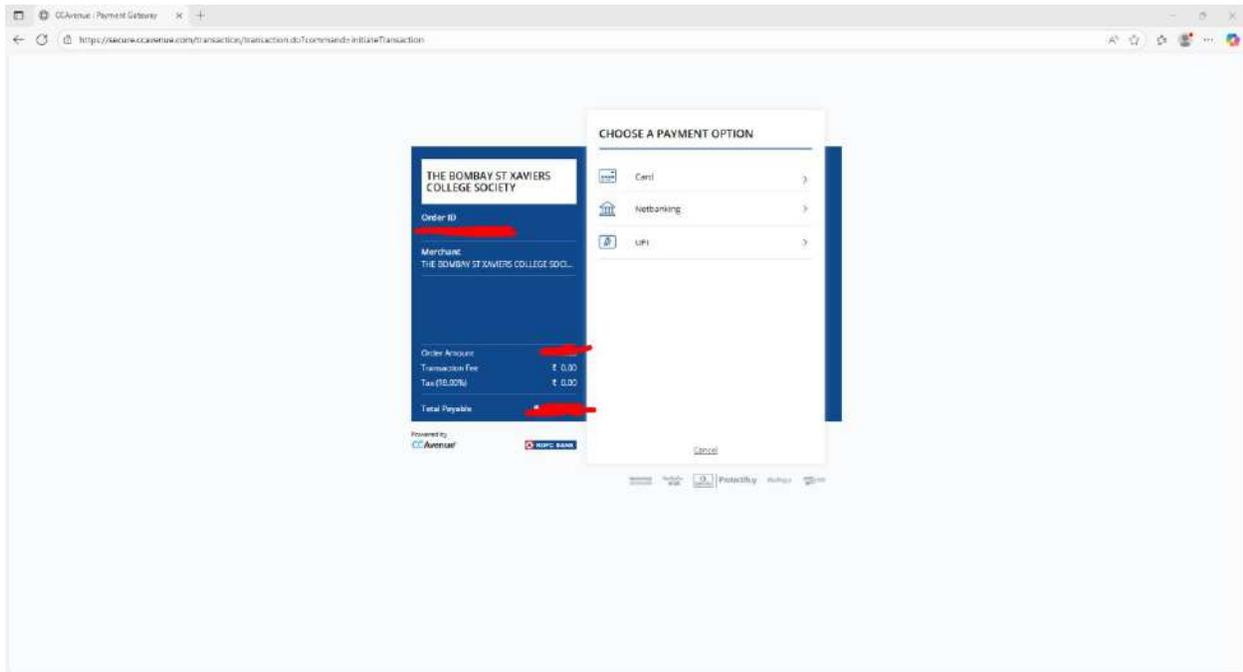
5. Please cancel the papers you don't want to apply for by clicking on the X symbol on the right.



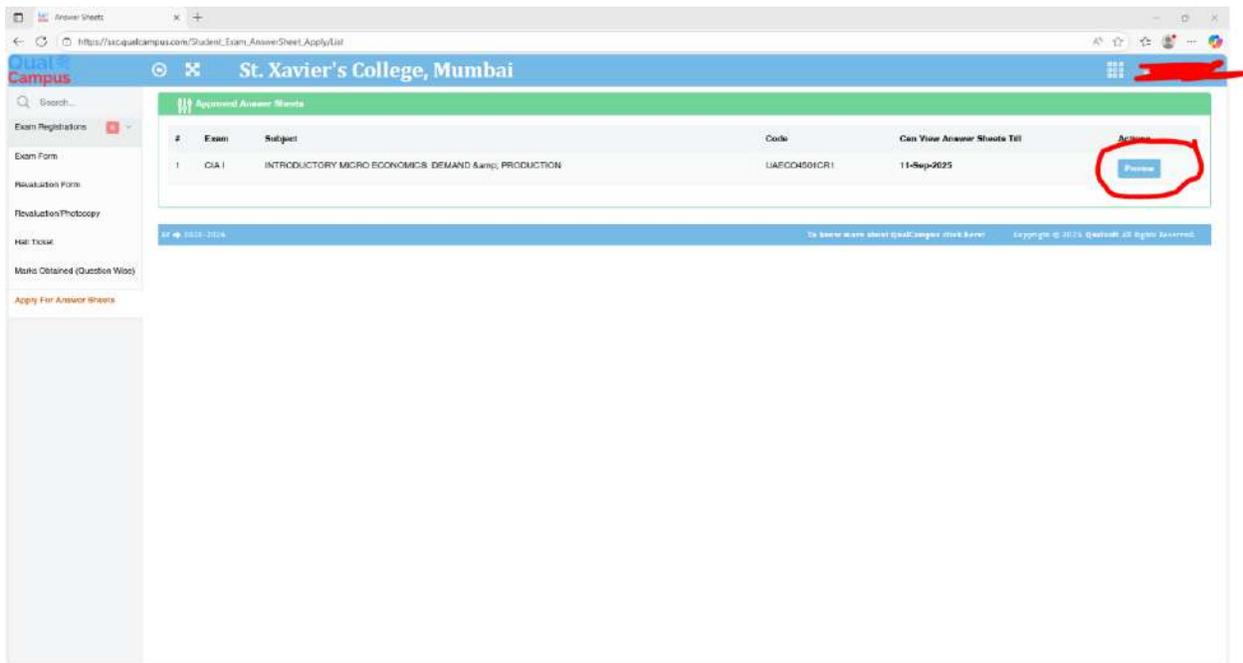
6. After finalizing the papers you want to see please click on **SAVE** button.



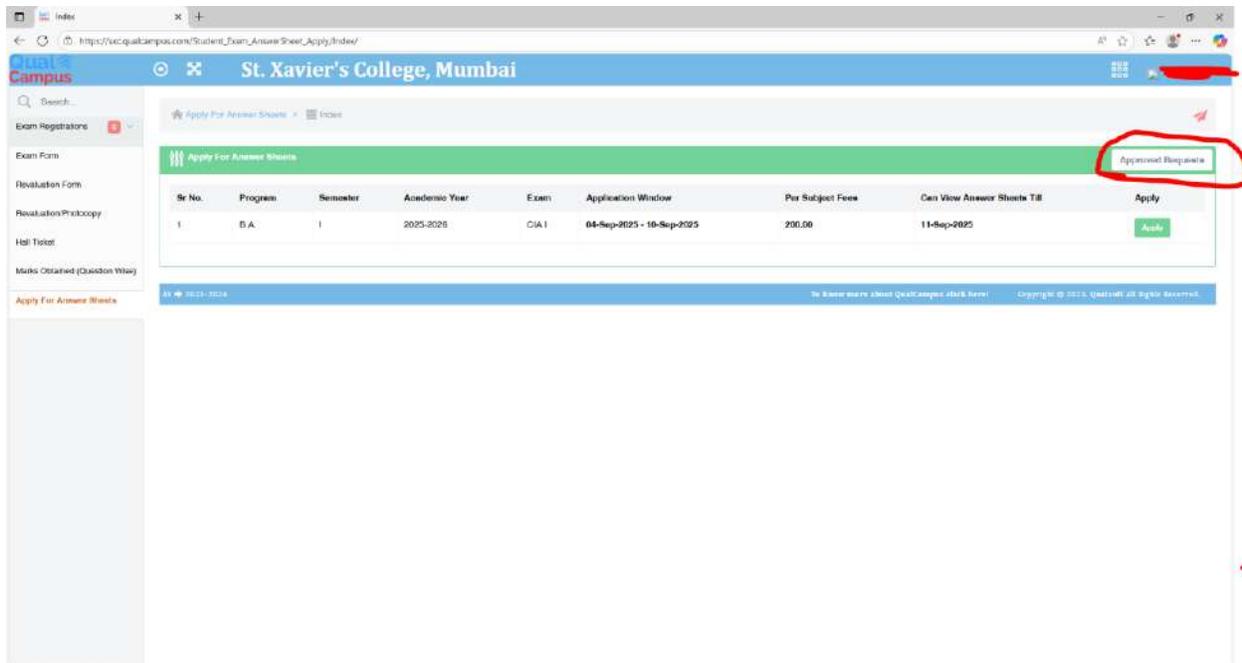
7. Complete the payment on the Payment gateway



8. Upon successful payment, you will be taken to the Answer sheet preview page. Click on **Preview** to see your respective paper.



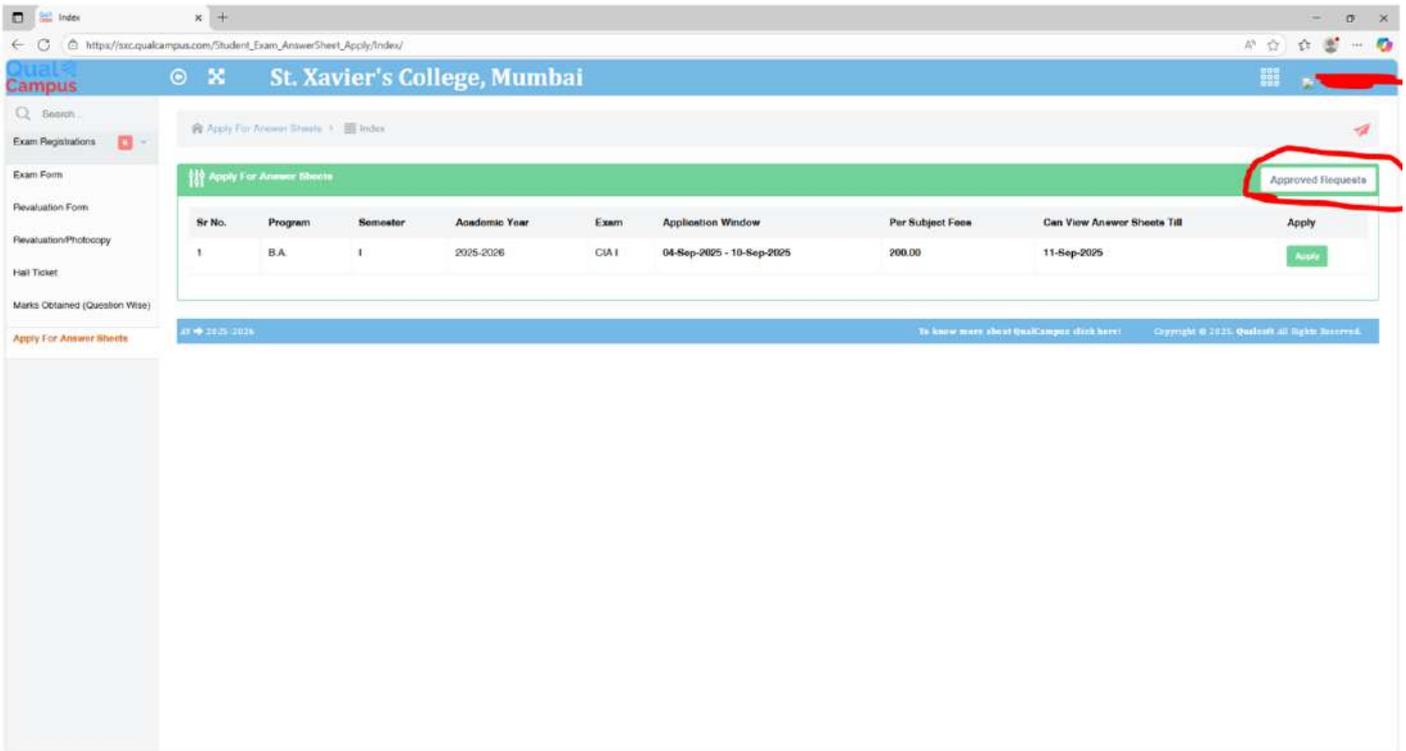
- Once payment is done, the answer books can also be viewed by clicking on the **Approved Requests** button on the Apply for Answer Sheets page.



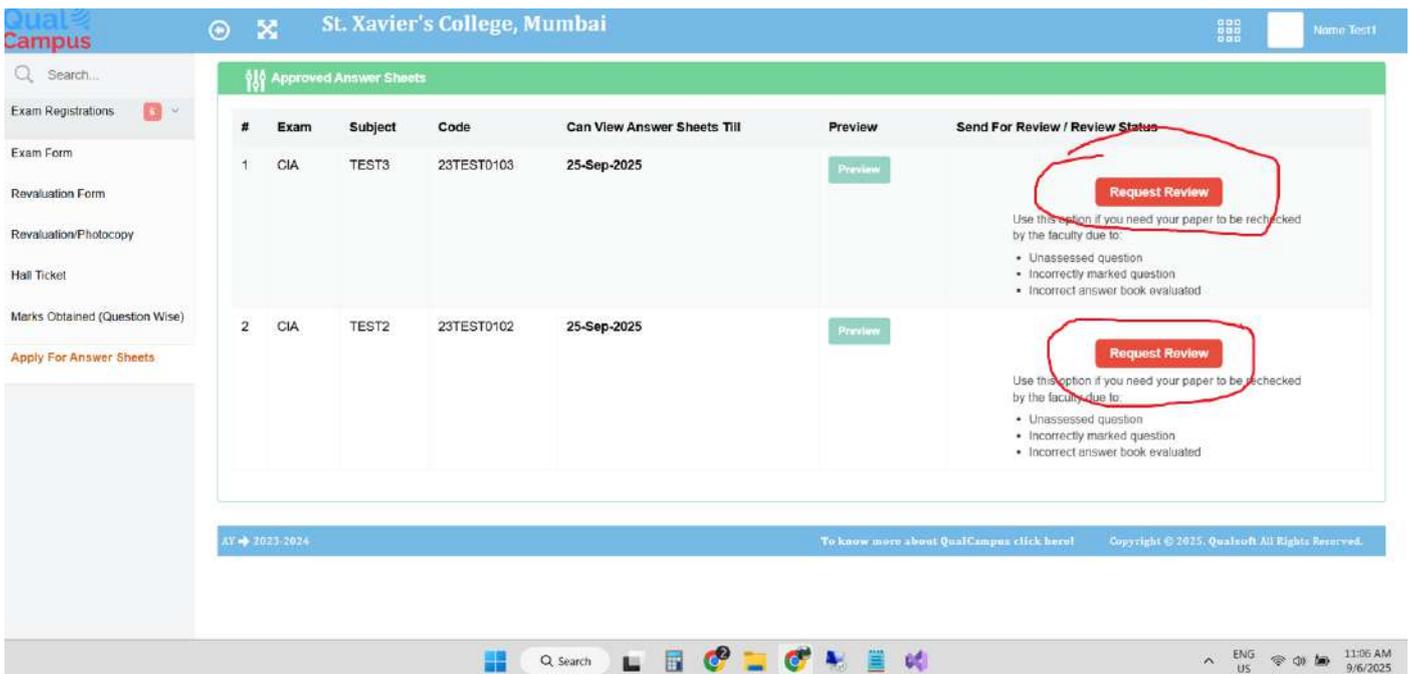
- You can access the receipt for the payment from the View Misc. Receipt page in the fees module.

PROCEDURE FOR APPLYING FOR REVIEW

- 1) After applying for viewing of answer book and completing the payment, go to Approved Requests page
(Examination Module -> Apply For Answer Sheet -> Approved Requests)



- 2) If you want to review the paper for any one of the reasons mentioned in the notice click on **Request Review** button.



3) Chose the reason and click on **Submit for Review**

The screenshot shows the 'PAPER REVIEW REQUEST' form in the QualCampus system. The form fields are: Subject (TEST3), Subject Type (Theory), Subject Code (23TEST0103), and Exam Name (CIA). A 'Reason For Review' dropdown menu is open, showing options: 'Unassessed question', 'Incorrectly marked question', and 'Incorrect answer book'. The 'Submit For Review' button is highlighted with a red box.

Subject	Subject Type	Subject Code	Exam Name
TEST3	Theory	23TEST0103	CIA

Reason For Review

- Select...
- Select...
- Unassessed question
- Incorrectly marked question
- Incorrect answer book

Submit For Review Clear Form

4) On submission you can find the stuts on the Approved Answer Sheets page

The screenshot shows the 'Approved Answer Sheets' page. A table lists exam entries with columns for #, Exam, Subject, Code, Can View Answer Sheets Till, Preview, and Send For Review / Review Status. The status for entry 1 is highlighted with a red box.

#	Exam	Subject	Code	Can View Answer Sheets Till	Preview	Send For Review / Review Status
1	CIA	TEST3	23TEST0103	25-Sep-2025	Preview	Sent For Review on: Sep 6 2025 11:07AM Details: Unassessed question Status: Sent for review Status Date: 06-Sep-2025
2	CIA	TEST2	23TEST0102	25-Sep-2025	Preview	

Request Review

Use this option if you need your paper to be rechecked by the faculty due to:

- Unassessed question
- Incorrectly marked question
- Incorrect answer book evaluated

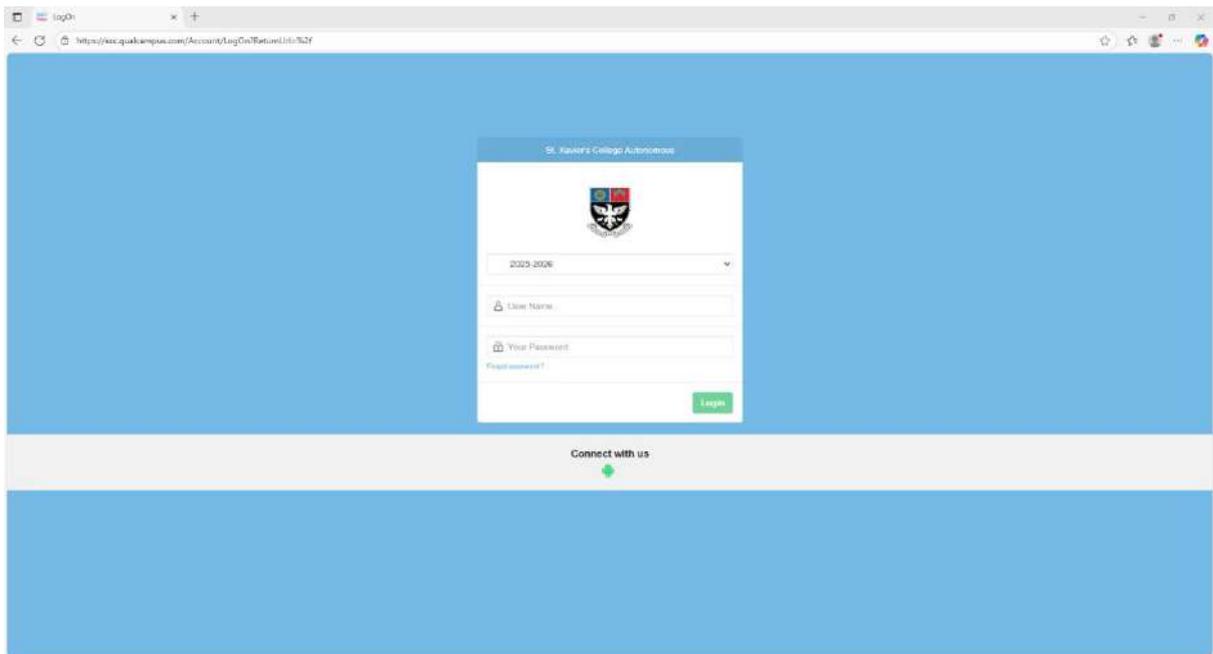
5) The Status will be one of below

- Sent for review
- Review completed and no changes
- Review completed and marks updated

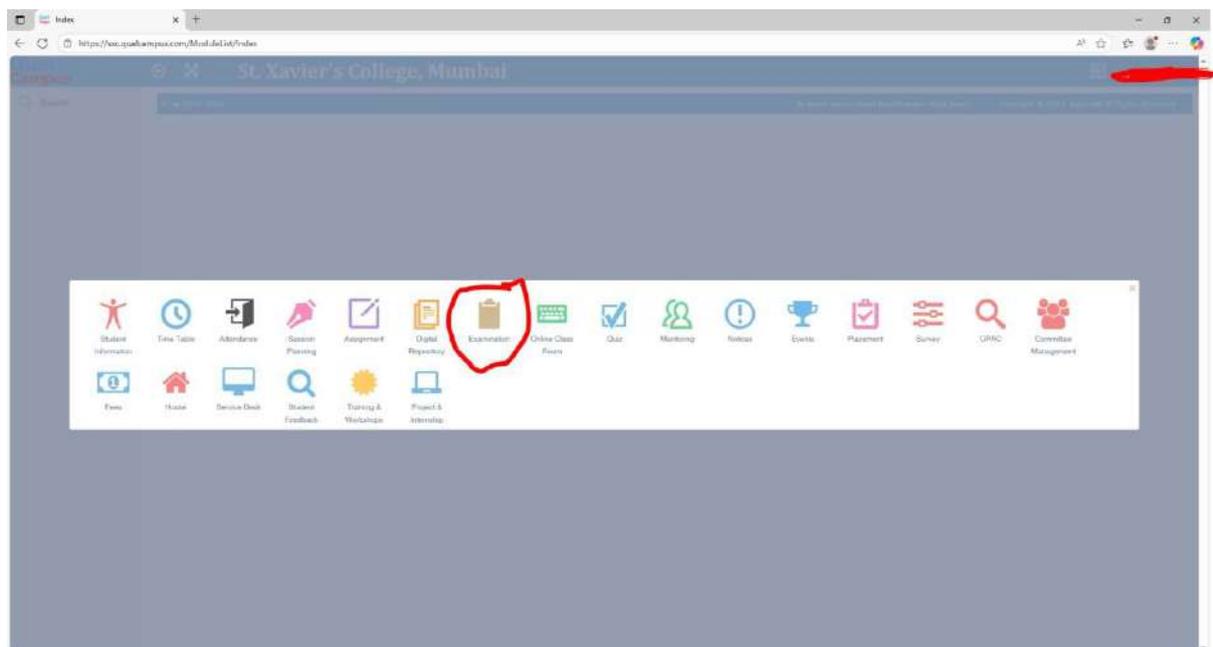
6) Once teachers completed the review the answer book preview and marks obtained will be updated.

PROCEDURE FOR APPLYING FOR REVALUATION

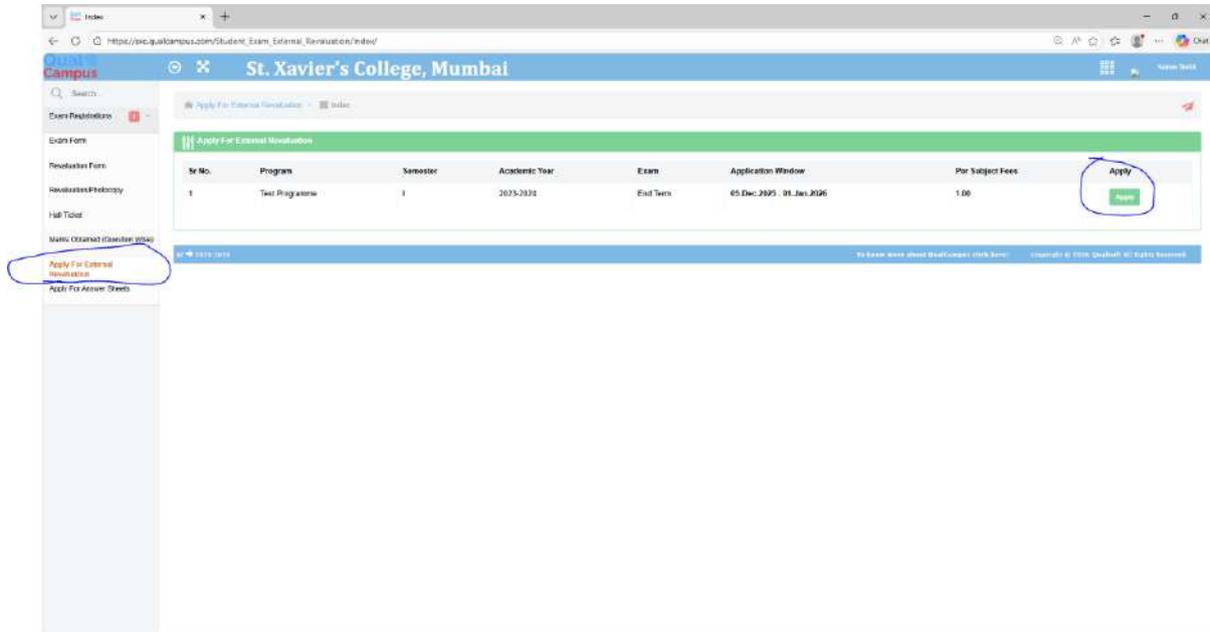
1. Log in to sxc.qualcampus.com using your credentials



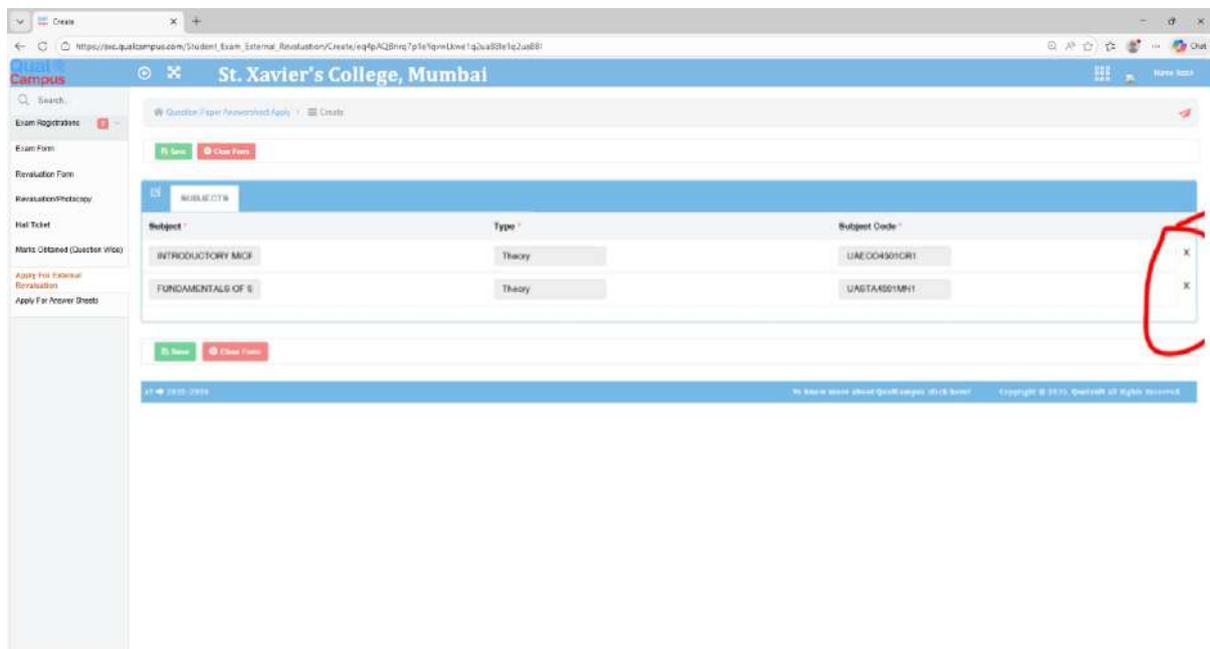
2. Go to **Examination Module**



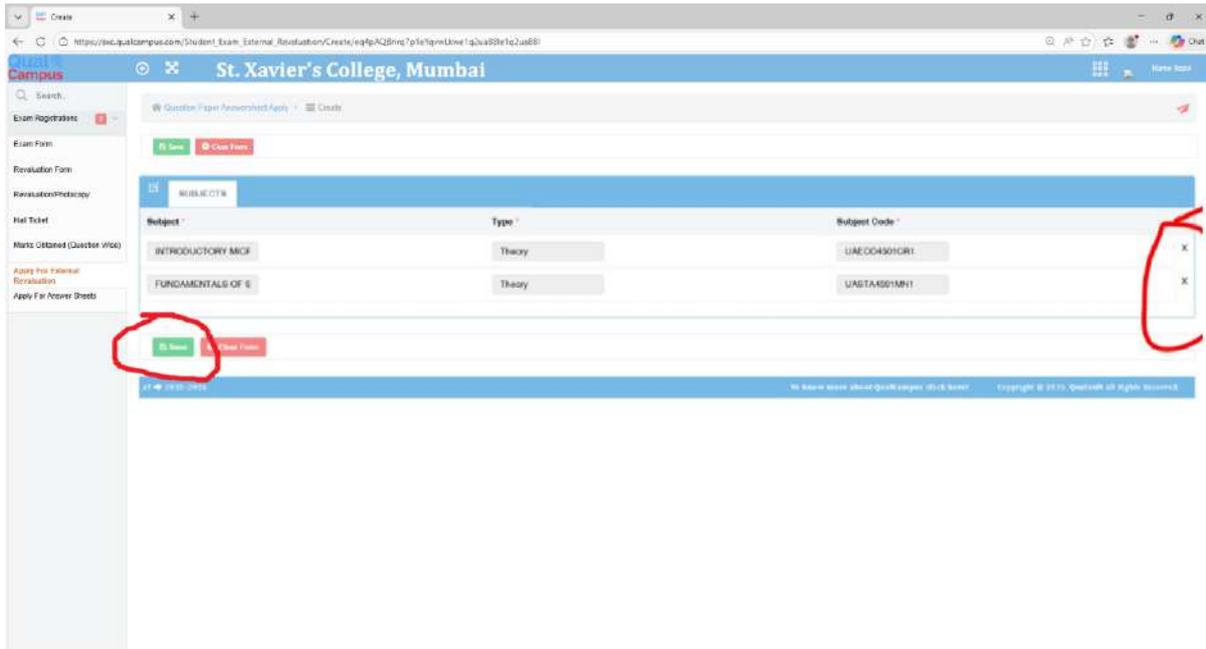
- Under **Exam Registrations** Menu Click on **Apply For External Revaluation**. On the Apply For External Revaluation page, click on **Apply** against the Exam session you want to apply for revaluation.



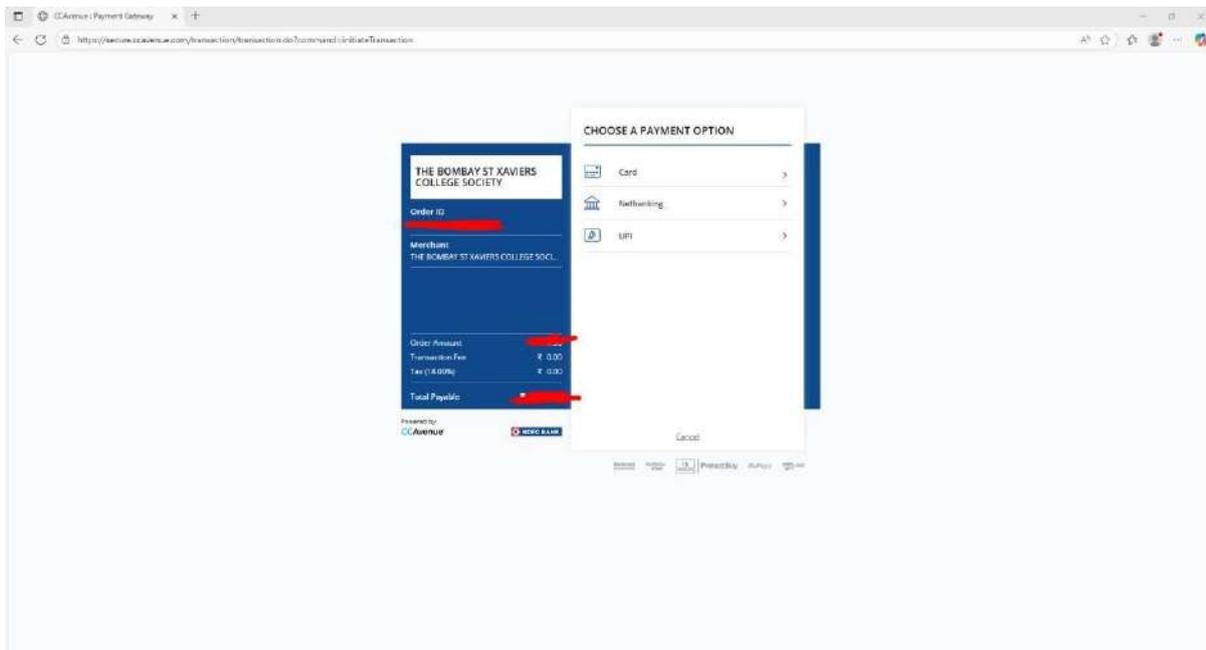
- Please **cancel the papers you don't want to apply** for by clicking on the X symbol on the right.



5. After finalizing the papers you want to reevaluate please click on **SAVE** button.



6. Complete the payment on the Payment gateway



7. Upon successful payment, you will be taken to a confirmation page showing that the paper successfully applied for reevaluation. You can access the payment receipt in the Fees module under **View Misc. Receipts**.