

Help Manual

How to Raise the Examination Question Paper Queries

➤ Step-1

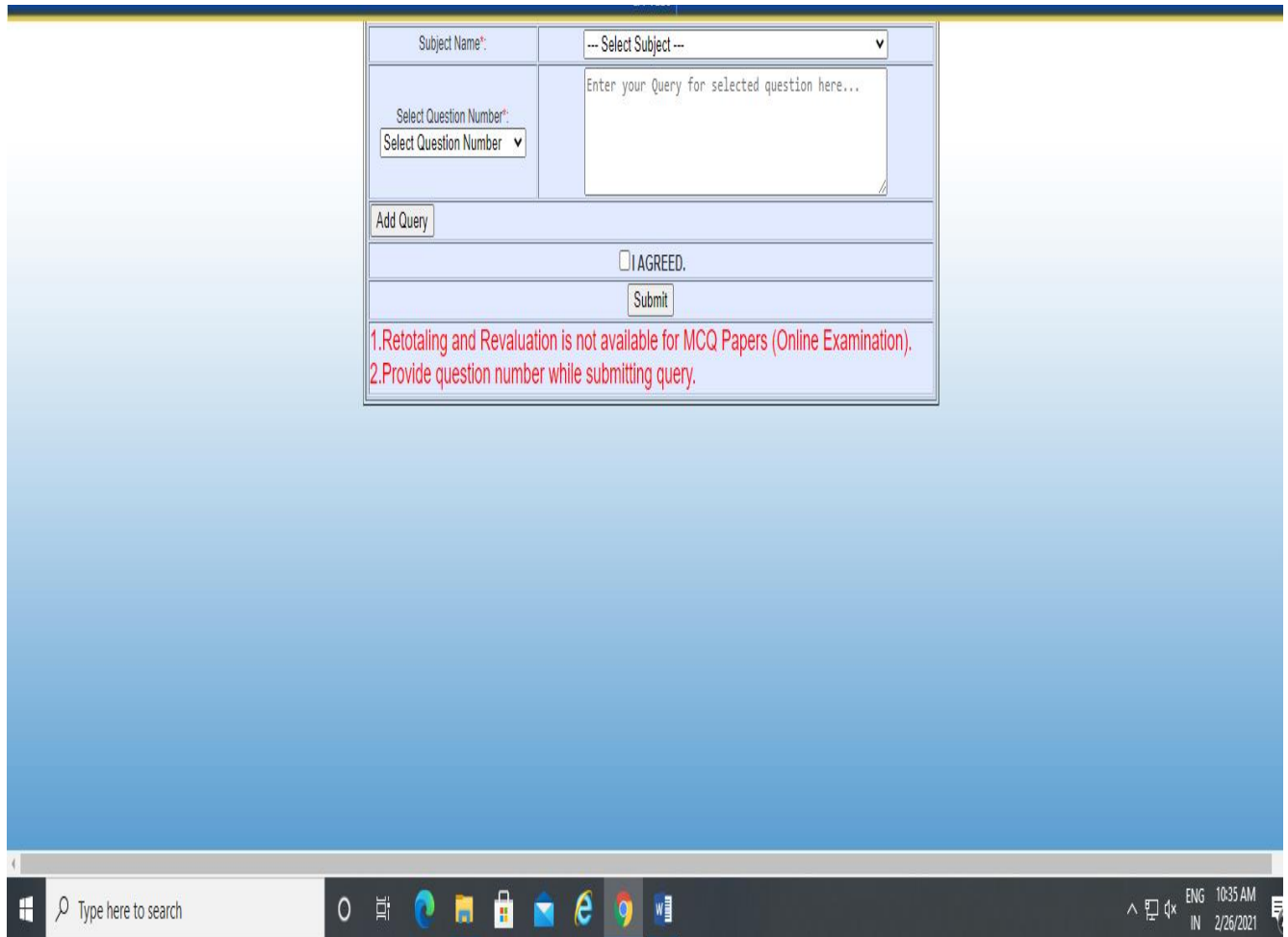
- ✓ Login to I.I.I. website i.e. www.insuranceinstituteofindia.com
- ✓ Exam Registration >>> Question Paper related query>>> Click

The screenshot shows the Insurance Institute of India (I.I.I.) website interface. The top navigation bar includes links for Home, About us, Examinations, IRDAI Examinations, Exam Registration, Study Material, Affiliates, Useful Links, Contact us, Sitemap, and CPD. The 'Exam Registration' menu is open, displaying a list of options: Profile, Registration Prof Exam, Surveyor Examination, Photo Upload, Paper Enrollment, View / Edit Paper Details, Online Course - Certified Insurance Anti-Fraud Professional (CIAFP), Slot Booking - Online Exam, Download Hall Ticket, View Passed Paper Details, View Transaction Details, Reevaluation & Retotaling, Download Current Result, Download Current Result Of Online Exam, Download Current Licentiate Certificate, Change Associated Institute, Persons with Disabilities (Dhvyangjan) Status update, Status Update PWD candidate, Question paper related query, Submitted Queries, and Candidate Query. The 'Question paper related query' option is highlighted in blue. A green arrow points from a text box on the right to this option. The text box contains the instruction 'Click on this Tab'. The website also features a 'Welcome to Insurance Institute of India' message, an 'Academics' section with links to Training Programme Calendar 2020-21, Library, ICSI & III, C.P.A.I.M., PGDHI, and PGDIM, and an 'Events' section with an announcement for a new Online Certificate Course on Property Insurance. The 'Careers @' section lists Post Graduate Diploma in Health Insurance (PGDHI) and Post Graduate Diploma in Insurance Marketing (PGDIM), both with 'Admission Open' status.

Click on this Tab

➤ Step-2

✓ After selecting the above Tab the following screen will be displayed:



The screenshot shows a web application interface with a light blue background. A central form is displayed with the following elements:

- Subject Name*:** A dropdown menu with the text "--- Select Subject ---".
- Select Question Number*:** A dropdown menu with the text "Select Question Number".
- Enter your Query for selected question here...:** A large text input area.
- Add Query:** A button located below the text input area.
- I AGREEED.** A checkbox with the text "I AGREEED." below it.
- Submit:** A button located below the checkbox.

Below the form, there are two lines of red text:

- 1.Retotaling and Revaluation is not available for MCQ Papers (Online Examination).
- 2.Provide question number while submitting query.

The bottom of the image shows a Windows taskbar with the search bar, taskbar icons (Edge, File Explorer, Mail, Chrome, Word), and system tray information (ENG, 10:35 AM, IN, 2/26/2021).

➤ Step-3

- ✓ Click on "Select Subject" and List of Enrolled Subjects (Current Online Examination Subjects) will be displayed
- ✓ Candidates have to select Subject, Question No. and type details about query in the box.
- ✓ After selection of question no., candidate has to type in the box the problem in the question.
- ✓ **Then Click on "Add Query" button.**

The screenshot shows a web form for adding a query. It includes a 'Subject Name' dropdown menu with a list of subjects: '(IC-01) Principles of Insurance (credit points 20)' and '(IC-11) Practice of General Insurance (credit points 20)'. Below this is a 'Select Question Number' dropdown menu. An 'Add Query' button is visible. At the bottom, there is a 'Submit' button and a checkbox labeled 'I AGREED.'. Red text at the bottom of the form reads: '1.Retotaling and Revaluation is not available for MCQ Papers (Online Examination). 2.Provide question number while submitting query.'

- ✓ Below is the screen shot after adding the query

The screenshot shows the same 'Add Query' form, but now it displays a table of added queries. The table has columns for 'Sr.no', 'Subject Name', 'Question Number', 'Query', and 'Remove'. One query has been added: '1 (IC-11) Practice of General Insurance (credit points 20) 1 Question have multiple answer'. Below the table, there is a 'Submit' button and a checkbox labeled 'I AGREED.'. Red text at the bottom of the form reads: '1.Retotaling and Revaluation is not available for MCQ Papers (Online Examination). 2.Provide question number while submitting query.'

Sr.no	Subject Name	Question Number	Query	Remove
1	(IC-11) Practice of General Insurance (credit points 20)	1	Question have multiple answer	Remove

➤ Step-4

- ✓ For multiple selection of subjects and questions, please select Subject, Question no. and details about the query in the box.

Subject Name*: (IC-11) Practice of General Insurance (credit points 20)

Answer is incorrect

Select Question Number*

Question no.9

Select Question Number

Question no.2

Question no.3

Question no.4

Question no.5

Question no.6

Question no.7

Question no.8

Question no.9

Question no.10

Question no.11

Question no.12

Question no.13

Question no.14

Question no.15

Question no.16

Question no.17

Question no.18

Question no.19

Question no.20

Sr.no	Question number	Query	Remove
1	1	Question have multiple ansswer	Remove

I AGREED.

Submit

1.Retd
2.Prov

is not available for MCQ Papers (Online Examination).
while submitting query.

- ✓ After selecting questions and mentioning the problem in it, click on **agreed button**.
- ✓ The system will ask the question - **Are you sure you want to submit this query?**
- ✓ Before clicking on **SUBMIT** you must be sure that queries raised by you are correct.
- ✓ If not, please click on the cancel button and correct the query if yes, click on the **SUBMIT button**.
- ✓ Your query will be submitted.