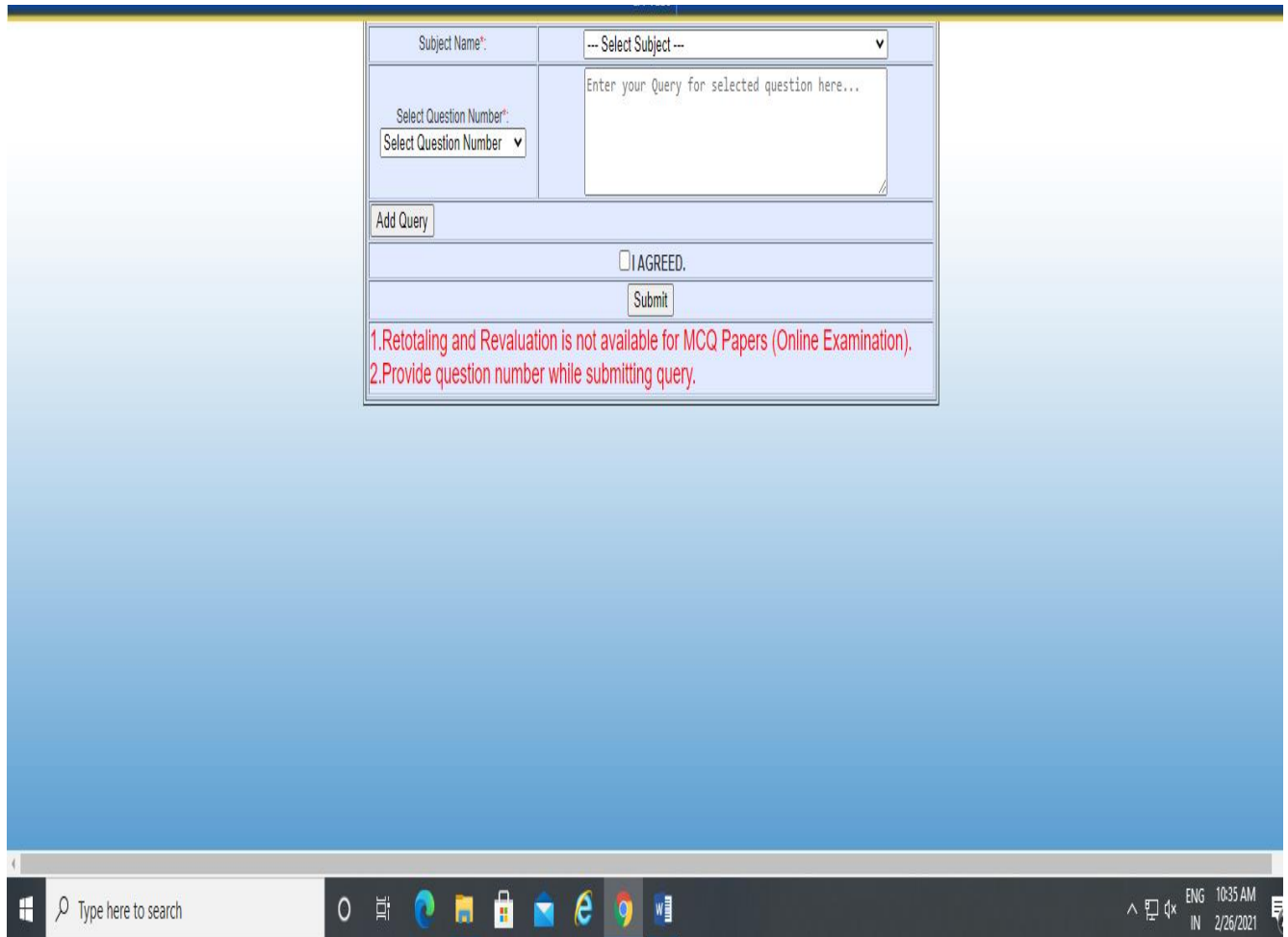| Help Manual |
| :---: |
| **How to Raise the Examination Question Paper Queries** |

➢ **Step-1**

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

➢ Step-2

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

| Subject Name*: | --- Select Subject --- ▾ |
| Select Question Number*:
Select Question Number ▾ | Enter your Query for selected question here... |

Add Query

☐ I AGREED.

Submit

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

➢ 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.**

✓ Below is the screen shot after adding the query

➢ Step-4

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

- ✓ 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.