Your Guide to the Exam Revaluation Process

A step-by-step visual walkthrough for successfully submitting your application.

Before You Begin: The Three Golden Rules

Rule 1: The Clock is Ticking.

- The entire application process must be completed within **3 days** of your results being published.

- The portal closes at **4:00 PM** on the final day.

- The specific window to apply for a photocopy is **only 2 days.**

FOR INSTANCE:
- ✓ Result declaration date:**14.09.2025**
- ✓ Last date to apply for answer book photocopy: **16.09.2025**
- ✓ Last date to apply for revaluation:**17.09.2025**
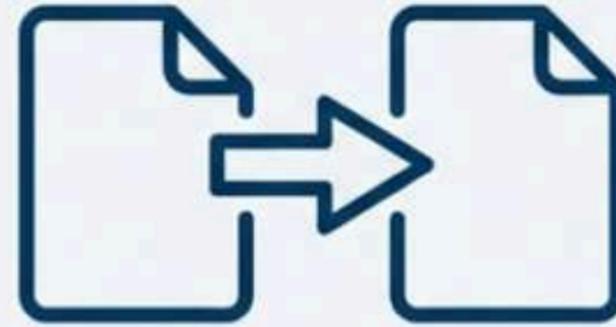
Rule 2: Photocopy First is Mandatory.

- You **cannot** apply for Revaluation without first applying for, and paying for, a photocopy of answer book.

- This is a required step to allow you to form a proper justification for your revaluation request.

- Candidates are advised not to share photocopy of answer book with any other candidate/s. This is against the rules.

Rule 3: Choose One Path Per Subject.

- You can apply for Revaluation OR Verification, but not both for the same subject.

- Verification is a process to ensure that all your answers have been marked and the totaling of marks is correct. (detailed explanation on page 14)
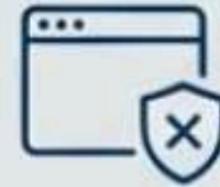
Step 1: Log in to the SAP Student Portal

Login Details

- **URL:**

  https://sdcspcs.svkm.ac.in:44300/irj/portal

- **User ID:** Your 11-digit student SAP number.

- **First-time users:** The default password is Init@123. You will be prompted to change it.

- In case the password is already changed, you are requested to log in using the new password created by you."

Pro-Tips & Troubleshooting

Pop-ups Required: You must disable your browser's pop-up blocker for the grievance page and payment gateway to open correctly.

Forgot Password?: Use the 'GET SUPPORT' feature on the login page.

Still Stuck?: If you don't receive a reset email, contact sapbasis@svkm.ac.in with your name, student number, and programme details.

Step 2: Navigate to the Grievance Application

1. Select Program and Proceed

From the homepage, select 'Result display'. Enter your Programme, Academic Year, and Academic Session. Click 'Proceed'.

2. Find the Application Link

On your results page, scroll down to the dates and find the application link. Click the button labelled **'Click here to apply for Photocopy & Revaluation/Verification'**.

Step 3: Select Your Subject(s) for Photocopy

1. A new window will open showing your subjects.

2. For the subject/s you wish to challenge, tick the checkbox in the **'Apply for Answer Book'** column.

3. The total amount payable will update at the bottom.
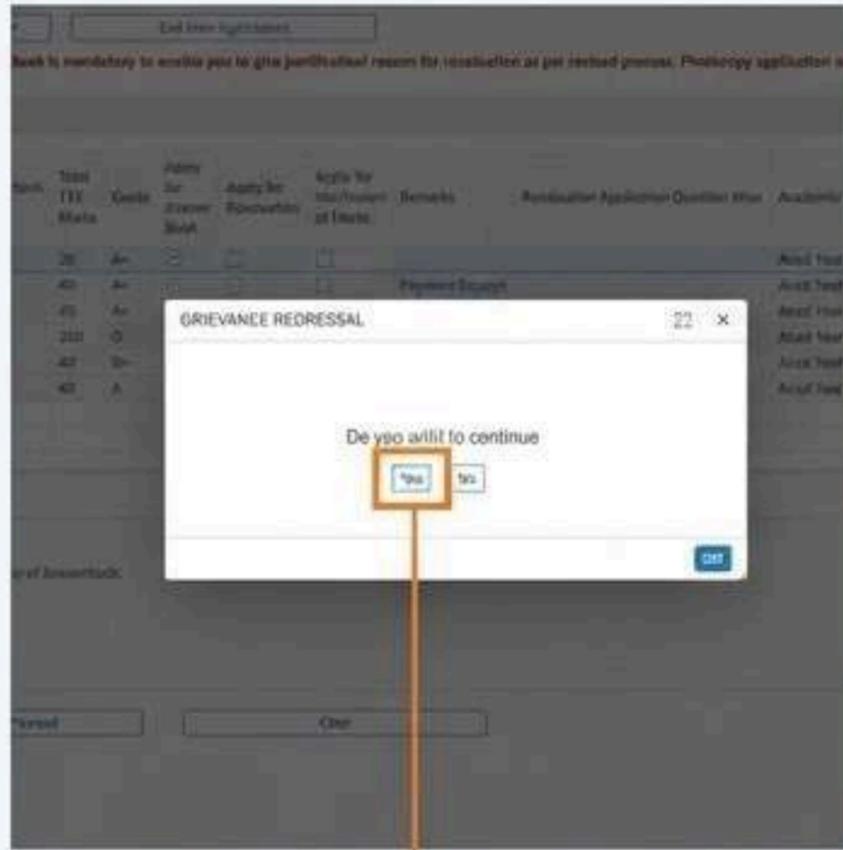
4. Click **'Click here to Proceed'**.

NOTE

At this stage, you are ONLY applying for the photocopy. The **'Apply for Revaluation'** option will be active only after successful completion of payment made towards obtaining photocopy of answer book
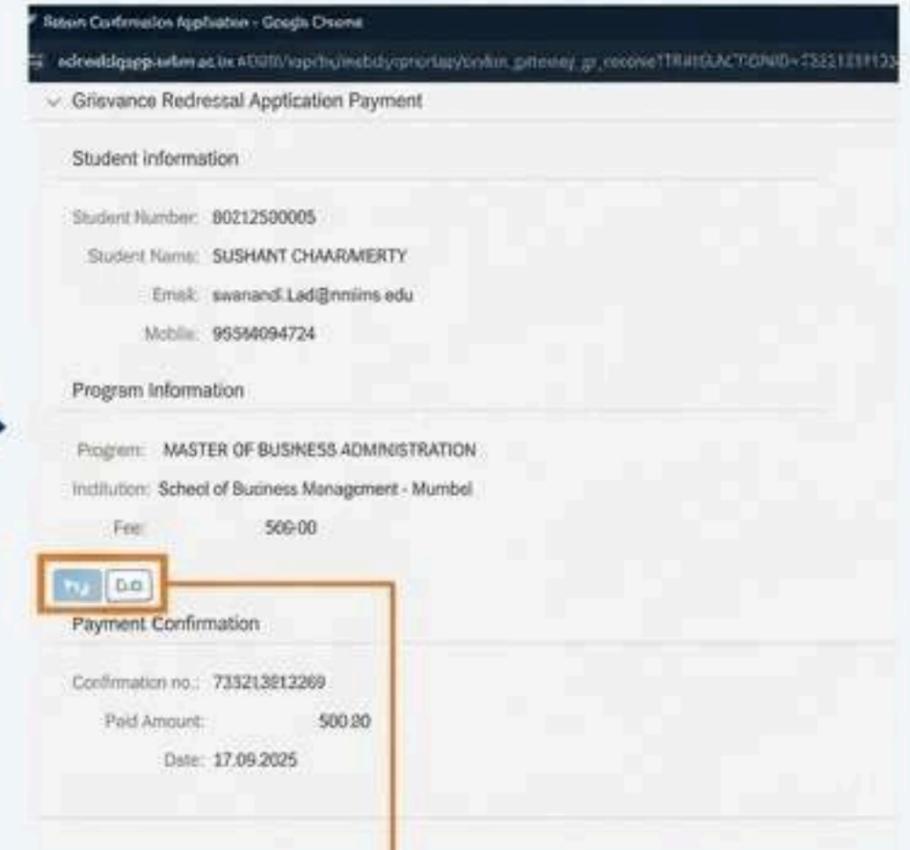
Step 4: Complete the Payment for the Photocopy

Follow the prompts to finalise your payment.

1. A confirmation pop-up will appear. Click '**Yes**'.
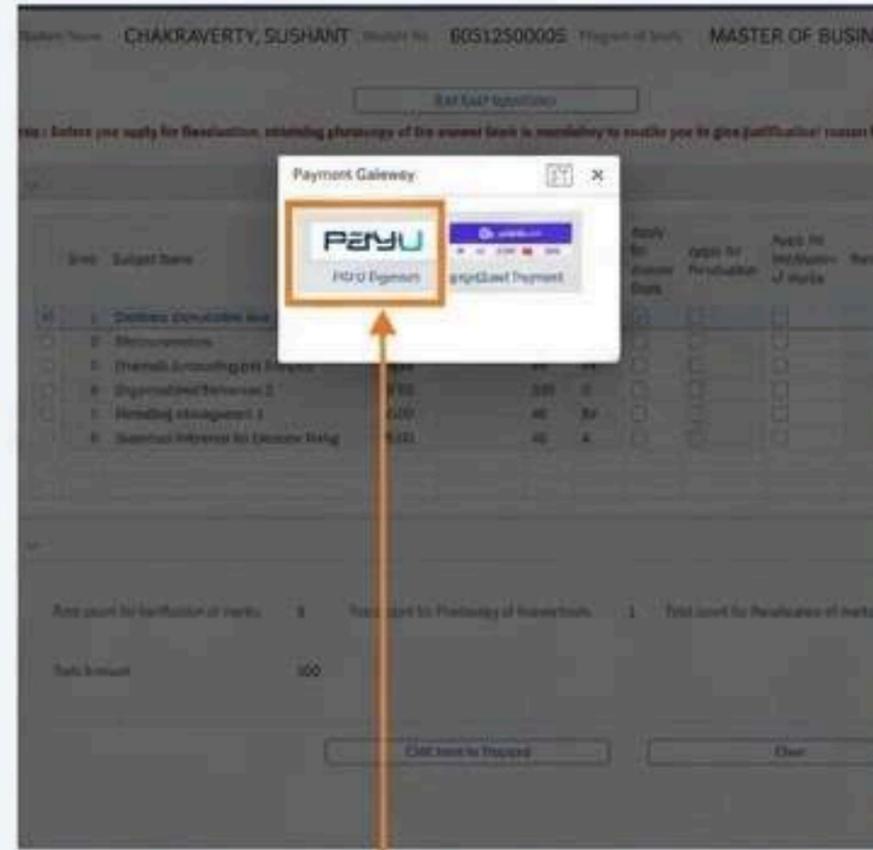
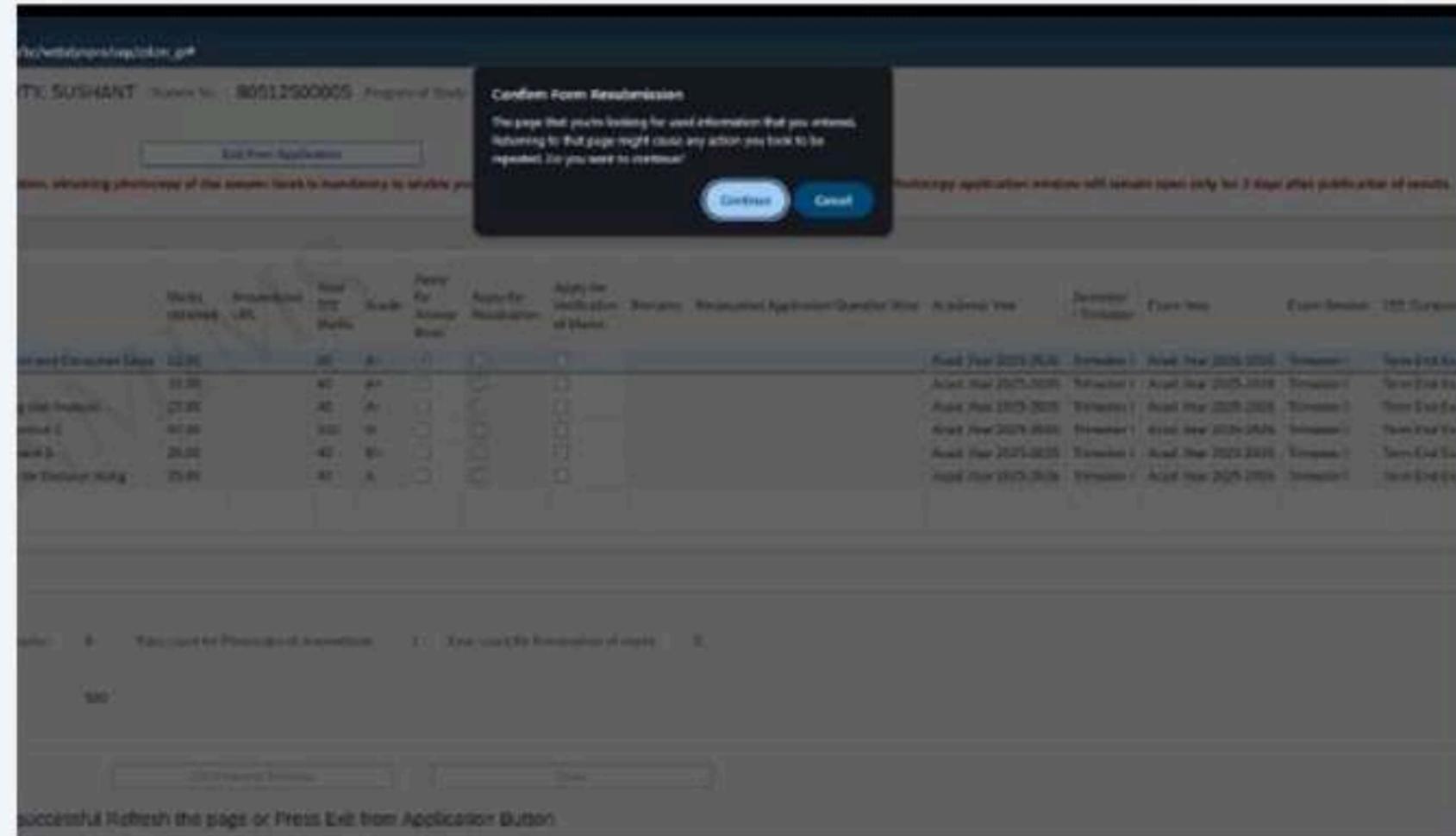2. Select your preferred payment gateway (e.g., PayU).

3. On the next screen, your details will be pre-filled. Click '**Pay**' to proceed...

After successful payment, click '**Exit**'.

Step 5: Access and Download Your Answer Book

1. After returning to the application screen, you must refresh the page (Press F5) or click the 'Exit from Application' button and go back to the main screen.

2. A 'Confirm Form Resubmission' pop-up will appear. Click 'Continue'.

3. The 'Remarks' column for your subject will now show a link to the 'Payment Receipt'.

4. A link labelled 'Photocopy' will now appear in the 'Answer book URL' column. This is your answer book soft copy.

5. Copy this link and paste it into a new browser tab to view and download the PDF.

NOTE: The soft copy of answer book will be available in the photocopy link only for 3 days (until 4:00 PM on the last day). You can download the soft copy & save it for reference.

This is your link!

6. A system-generated acknowledgement/receipt with applied subject details will be sent to the student's registered email ID and can also be viewed under **"Check Payment Status for Grievance Redressal – Revaluation."** The receipt contains answer book URLs; copy and paste the URL into **Chrome** to view the soft copy

Step 6: Apply and Pay for Revaluation

1. Return to the Grievance Redressal application page.

2. The checkbox for 'Apply for Revaluation' for the subject you paid the photocopy fee for will now be enabled.

3. Tick the **'Apply for Revaluation'** checkbox.

4. Click **'Click here to Proceed'** and complete the payment process, just as you did for the photocopy.

This checkbox is now enabled for the subject.

5. After revaluation payment completion, student need to click on blue highlighted tab
Click here to complete your revaluation application

Now you will be redirected to the Main application page.
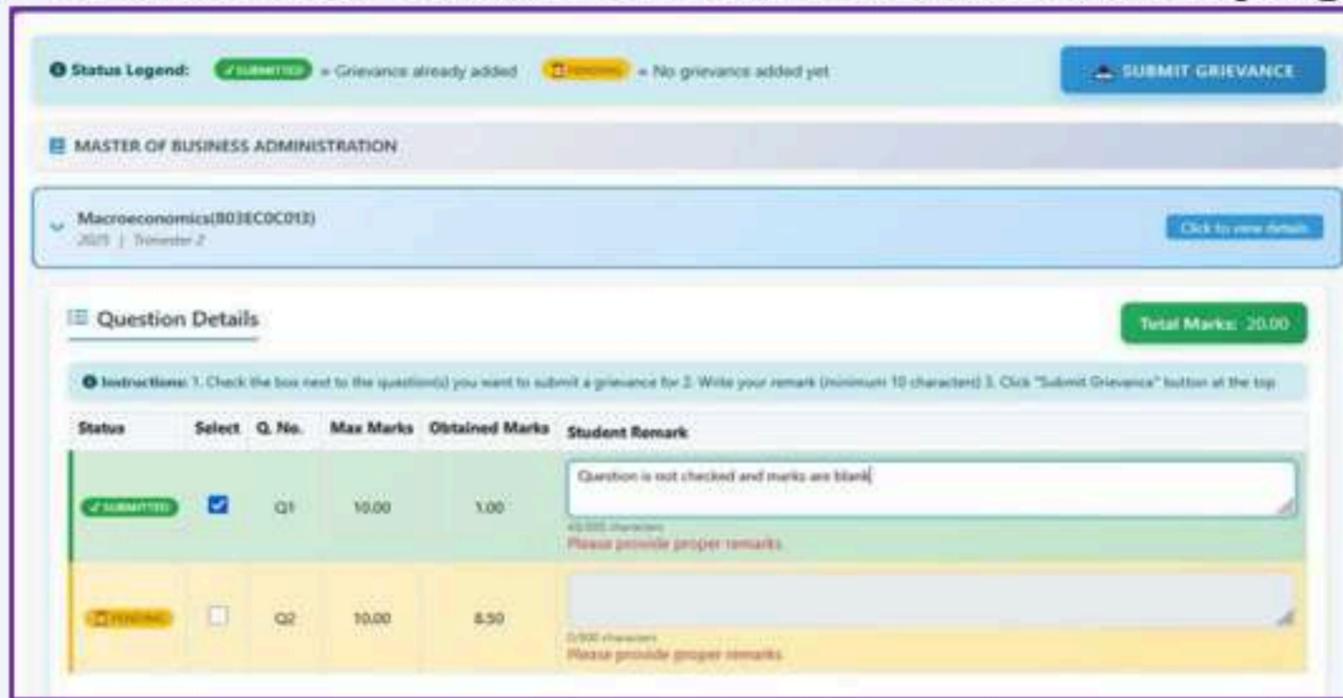

Clicking either link redirects you to the OSM (On Screen Marking) Platform.

Step 7: Provide Your Question-Wise Justification

After revaluation payment, you will be prompted to provide your reasons.

1. On the payment confirmation screen, click the link: **'Click here to complete your revaluation application'**. (This link also appears on the main application page).

2. You will be taken to the OSM platform. Click **'Click to view details'** for your subject.

3. For each question you are challenging: Tick the checkbox next to the question number. Write your specific reason in the **'Student Remark'** box. Students are advised to review the Synoptic answer available on student portal before mentioning the remark .

4. Click the blue **'Submit Grievance'** button at the top right when you are finished.

NOTE

- You must provide a remark for every question you select.

- The remark must be a minimum of 10 characters.

- Failing to click **'Submit Grievance'** means your application will not be considered, even if you have paid.

5. For Computer-Based/Online subjects, an additional link **"CLICK HERE TO ADD COMPUTER BASED/ONLINE SUBJECT GRIEVANCE"** is available on the existing OSM link. Students will be redirected to the Online Exam platform to submit question-wise grievances.

Step 8 : Final Submission & Confirmation

1. After clicking 'Submit Grievance', you will see grievance submitted successful message on screen.
2. You must click the final **'OK'** button to complete the process.
3. You can modify your remarks and resubmit anytime before the revaluation deadline closes. Just remember to click 'Submit Grievance' each time.
4. After clicking 'OK', you will be returned to the main SAP application window. Your application process is completed.
5. In case you wish to apply for another subject-follow the same steps.
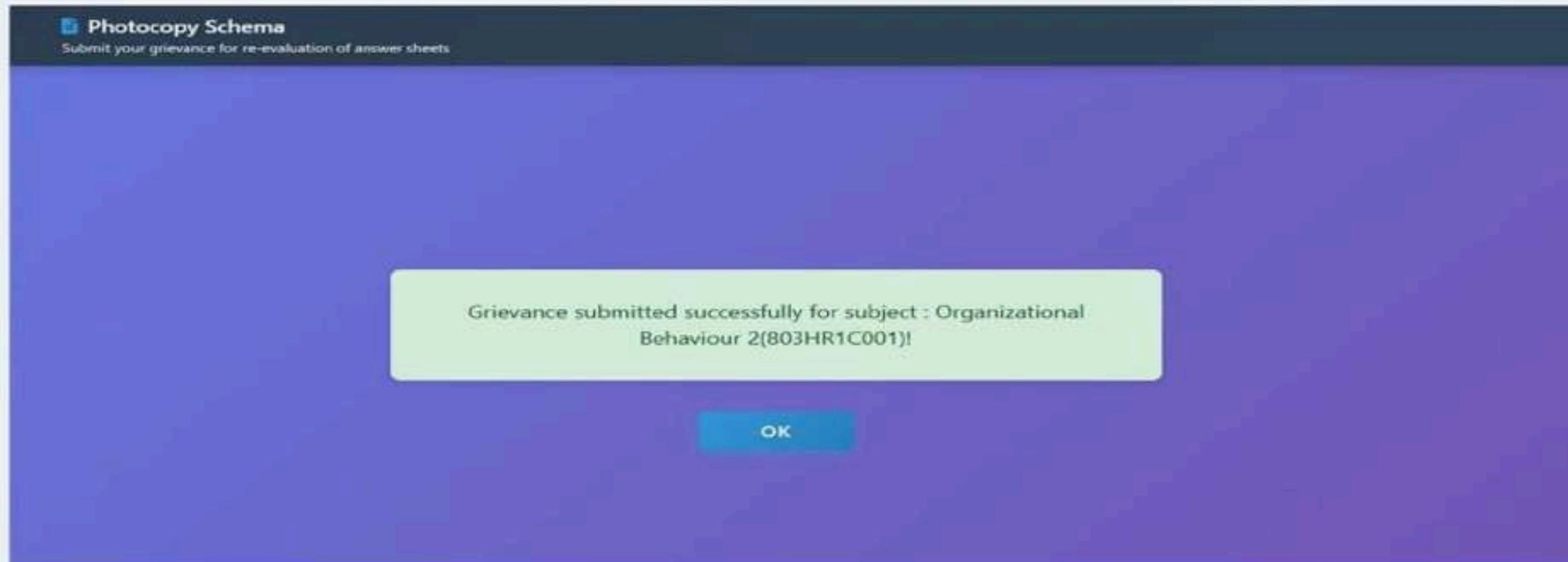
The Alternative Path: Applying for Verification

What is Verification?

Verification is a check to ensure all your answers have been marked and that the marks have been totalled correctly. It is **not a re-assessment of your answers.**

Key Differences from Revaluation:

- You do **not** need to apply for a photocopy of the answer book for Verification.
- You can apply directly for Verification from the Grievance Redressal screen by selecting the 'Apply for Verification of Marks' checkbox.
- Remember: You **cannot** apply for both Verification and Revaluation for the same subject.

Your Final Application Checklist

Before the deadline, confirm you have:

- ☐ **Disabled** your browser's **pop-up blocker**.

- ☐ Successfully paid for and **downloaded the photocopy** of your answer book.

- ☐ Successfully paid for the **revaluation**.

- ☐ Navigated to the OSM platform and **selected specific questions** to challenge.

- ☐ Written a clear justification (min. 10 characters) in the '**Student Remark**' box for each selected question.

- ☐ Clicked the final '**Submit Grievance**' button.

- ☐ Seen the '**Grievance submitted successfully**' confirmation message and clicked 'OK'.