Indian Statistical Institute (ISI) | ADMISSION TEST 2025

# Online Challenge Management System (OCMS)

## User Guide

The Online Challenge Management System (OCMS) is concerned with managing challenges for the MCQ based tests of ISI Admission Test 2025. It comprises the following two modules:

A. **Answer Key Challenge**

B. **OMR Response Challenge**

## Important Notes:

- Your **Registration Number, Date of Birth, Mobile Number** and **Email ID** (as submitted in your application for the ISI Admission Test 2025) are required for login into the OCMS portal.
- The "Answer Key Challenge" module will require your **MCQ Question Booklet Number**.
- Each challenge module will be opened one after another (at first, the Answer Key Challenge and then the OMR Response Challenge) for all the appeared candidates (programme-wise) for a duration of exactly 48 hours.
- Challenge fee: ₹200/- (plus admissible payment gateway charges) for each challenge.
- You can challenge as many answer keys/ OMR responses as you wish.
- Please do NOT press the "Lock Challenge" button unless you are completely satisfied with the answer key/ OMR response challenge registration.
- After making the payment of challenge fee for a particular module, your challenge registration will be completed and you will not be allowed to submit any further challenges for that module.
- For valid challenges, the challenge fee(s) (excluding payment gateway charges) will be refunded to you. However, no separate communication in this regard will be made or entertained.
- After the challenge period is over, the final answer keys will be announced on the admission website of the Institute ( https://www.isical.ac.in/~admission/)

## Using the OCMS Portal

- Visit the ISI Admission website ( https://www.isical.ac.in/~admission/)
- Click on the tab "Online Challenge Management System – 2025".

In the left window of the landing page, you will find the following two buttons that provide challenge schedules

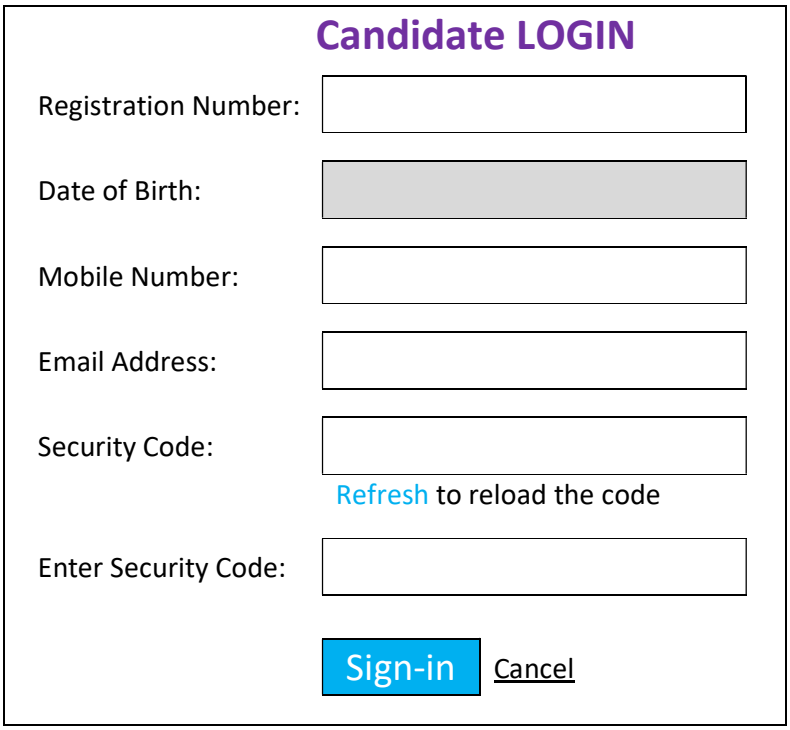
Answer Key Challenge Schedule | OMR Response Challenge Schedule

Clicking these buttons, you will know the periods during which the respective Challenge option will be active.

## Login to OCMS Portal

For log into the OCMS portal, you will have to provide the following information:

- Registration Number (9 characters) without any space or special character
- Date of Birth (DD-MM-YYYY)
- REGISTERED Mobile Number (10 digits)
- REGISTERED Email ID
- Security Code (XXXXXX)



# A. ANSWER KEY CHALLENGE MODULE

This module is meant for challenging the answer keys (correct options), which are provided by the concerned committee. Please check the OCMS portal and/or ISI admission website for the schedule for this challenge and proceed accordingly.

**STEP 0**: Please log into the OCMS portal within the period during which this Challenge option will be available.

After login, you will find the following two buttons:




Click the first button to proceed to the answer key challenge module.

**STEP 1**: Here, you need to enter your **MCQ Question Booklet Number**.

**STEP 2**: After entering (and confirming) your MCQ question booklet number, you will find following two buttons.




Clicking on the "Answer Keys" button, you will be able to view the answer keys for all 30 questions corresponding to your OMR based Test Code and MCQ question booklet number.

Clicking on the other button, you will proceed to the "Answer Key Challenge Registration" screen.

**STEP 3**: **Answer Key Challenge Registration**

- On this screen, a dropdown menu is provided where you can select a question number (one at a time) for which you wish to challenge the answer key (the correct option provided by the concerned committee).
- The answer provided by the committee for the selected question will be displayed for your convenience.
- Next you will get the following five options for challenge to each selected question,
  - Answer Key is wrong.
    Provide (your) Suggested (correct) Option: Select {A/B/C/D}
  - More than one correct Option
  - None of the Options is correct
  - Question is wrong
  - Misprint in the Question/Option

- Finally, a Text Box will be provided to write "Description in support of the complaint (max. 1000 characters)" [optional]

Press the "Save" button to complete the answer key challenge registration for the selected question. Its challenge details will be displayed on the screen along with a delete action prompt, which will enable you to delete the challenge that you have saved. To facilitate submission of more challenges, you will be provided the following prompt.

| | |
|---|---|
| Any other Challenge? | --- Select ---<br>{YES / NO} |

Select "YES" to repeat the above process for each of the other questions, if any, whose answer key you wish to challenge. Otherwise i.e., if you have no further challenge to register, you select "NO".

Please do NOT press the "Lock Challenge" button unless you are completely satisfied with the answer key challenge registration.

**STEP 4**: **Editing and Confirmation of Challenge**

After submission of a challenge you will find displayed the list of challenges already registered by you. You will find a delete action prompt at the end of each row of the list and you may use the prompt to delete a submitted challenge before pressing the "Lock Challenge" button.

Once you are satisfied that all the answer key challenges have been properly submitted, you may proceed to the next step by pressing the "Lock Challenge" button. Note that once you have pressed the "Lock Challenge" button, you will not be allowed to register any more answer key challenges.

Note that mere submission of challenge(s) does not ensure its/their evaluation. Your challenge(s) will be evaluated only after you make the requisite payment before the deadline.

**STEP 5**: **Payment of Challenge Fee**

After clicking the "Lock Challenge" button, you will find displayed your challenge summary along with the total Challenge Fee to be paid. Press the "PAY CHALLENGE FEE" button to proceed to the "Online Payment Gateway Server".

The Payment Gateway Server accepts various online payment modes. Note that the "Convenience Fee" may differ for different Payment Modes. Make the payment by clicking the "Proceed to Pay" button. An acknowledgement will be generated against your submitted answer key challenge. It can be downloaded from your login page. An acknowledgement-email will also be sent to your registered email address.

After you complete the payment, your answer key challenge submission will be completed and your challenge(s) will get evaluated by the concerned committee. If any of your challenge(s) is evaluated as VALID, the concerned answer key will be modified accordingly. Although no separate communication in this regard will be made or entertained, the payment against valid challenge(s) will be refunded to you excluding the convenience fee in due course. Final answer keys will be announced in the admission website of the Institute ( https://www.isical.ac.in/~admission/).

# B. OMR RESPONSE CHALLENGE MODULE

This module is meant for challenging the recorded (by OMR software) responses from scanned OMR sheet and it will commence after the "Answer Key Challenge" period is over. Please check the OCMS portal and/or ISI admission website for the schedule for this challenge and proceed accordingly.

**STEP 0**: Please log into the OCMS portal within the period during which this Challenge option will be available.

After login, you will find the following two buttons:




Click the second button to proceed to the "OMR Response challenge" module.

Now you will be able to view your scanned OMR sheet along with the answers/options recorded by the OMR software for all 30 questions (Here '*' will indicate marking more than one option).

This (OMR Response) page should help you to verify your responses on the OMR sheet along with the recorded answers.

**STEP 1**: **OMR Response Challenge Registration**:

- Below the display of your scanned OMR sheet and the recorded responses, a dropdown menu is provided where you can select a question number (one at a time) for which you wish to challenge the recorded response.
- Then the recorded answer captured by the OMR software for the selected question will be displayed for your convenience.
- Next you need to enter your claimed answer response against the selected question.
- Finally, a "Text Box" will be provided to put your "Explanation in support of the claim (max. 200 characters)" [optional].

Press the "Save" button to complete the answer key challenge registration for the selected question. Its challenge details will be displayed on the screen along with a delete action prompt, which will enable you to delete the challenge that you have saved. To facilitate submission of more challenges, you will be provided the following prompt.

| | |
|---|---|
| Any other Challenge? | --- Select ---<br>{YES / NO} |

Select "YES" to repeat the above process for each of the other questions, if any, whose answer key you wish to challenge. Otherwise i.e., if you have no further challenge to register, you select "NO".

Please do NOT press the "Lock Challenge" button unless you are completely satisfied with the OMR response challenge registration.

**STEP 2**: **Editing and Confirmation of Challenge**

After submission of a challenge you will find displayed the list of challenges already registered by you. You will find a delete action prompt at the end of each row of the list and you may use the prompt to delete a submitted challenge before pressing the "Lock Challenge" button.

You can perform the above exercise repeatedly to challenge recorded responses of multiple questions. Once you are satisfied that all the OMR response challenges have been properly submitted, you may proceed to the next step by pressing the "Lock Challenge" button. Note that once you have pressed the "Lock Challenge" button, you will not be allowed to register any more OMR response challenges.

Note that mere submission of challenge(s) does not ensure its/their evaluation. Your challenge(s) will be evaluated only after you make the requisite payment before the deadline.

**STEP 3**: **Payment of Challenge Fee**

After clicking the "Lock Challenge" button, you will find displayed your challenge summary along with the total Challenge Fee to be paid. Press the "PAY CHALLENGE FEE" button to proceed to the "Online Payment Gateway Server".

The Payment Gateway Server accepts various online payment modes. Note that the "Convenience Fee" may differ for different payment modes. Make the payment by clicking the "Proceed to Pay" button. An acknowledgement will be generated against your submitted OMR response challenge. It can be downloaded from your login page. An acknowledgement-email will also be sent to your registered email address.

After you complete the payment, your OMR response challenge submission will be completed and your challenge(s) will get evaluated by the concerned committee. If any of your challenge(s) is evaluated as VALID, the concerned OMR response will be modified accordingly. Although no separate communication in this regard will be made or entertained, the payment against valid challenge(s) will be refunded to you excluding the convenience fee in due course.

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