Evaluation Portal – Admin & Evaluator Change Requests

Functional requirements for smoother copy management, evaluation, and payment processing

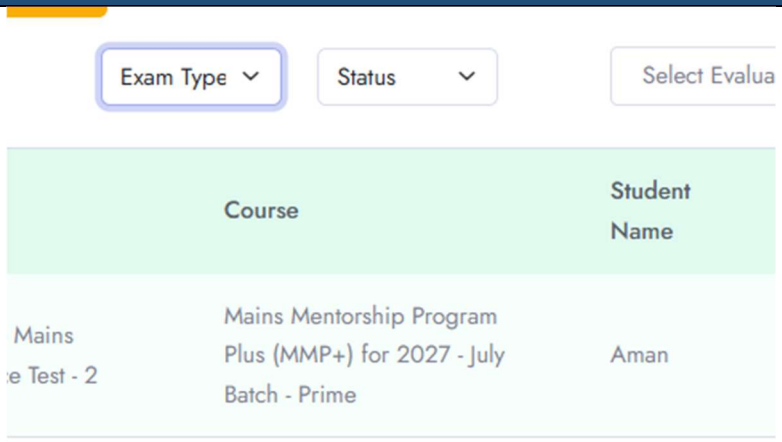
1. Evaluator Portal

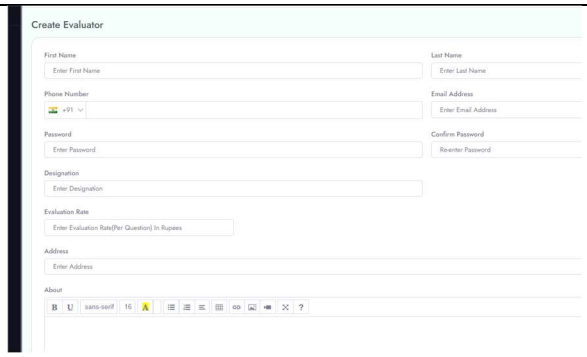
The following changes are requested to help evaluators verify uploaded copies and correct any upload errors independently.

No.	Requested Change	Expected Outcome
1	**Checked Copy Preview**	Allow evaluators to preview the checked/evaluated copy they have uploaded to the portal.
2	**Re-upload Option**	After previewing, provide an option to re-upload the corrected file, where permitted. This will help resolve accidental or incorrect uploads.

2. Admin Portal

The following enhancements are requested to improve copy tracking, evaluator management, and payment estimation.

No.	Requested Change	Expected Outcome			
1	**Multiple Search Filters**	Enable combined filters to search and locate copies efficiently (for example, by course, test, evaluator, student, status, and date/cycle).			
2	**Optional Evaluator Surname**	Make the evaluator surname field optional, consistent with the student profile form.			

3	**Course-wise Evaluation Rates**	Add configurable evaluation rates by course/category, such as GS, Essay, and LAWS, so payment estimates can be calculated accurately.			
4	**Student Name in Payment Reports**	In the Reports section, display the student's name for each approved copy. This will help identify which student's copy was approved within a payment cycle, rather than displaying only the evaluator's name.			

3. Reports Section

Please ensure the report changes are reflected under the existing Reports menu, including Evaluator Reports and Earning Reports.

For payment-cycle verification, reports should make it easy to identify the approved copy, the student, the evaluator, the course/category, and the applicable evaluation rate.