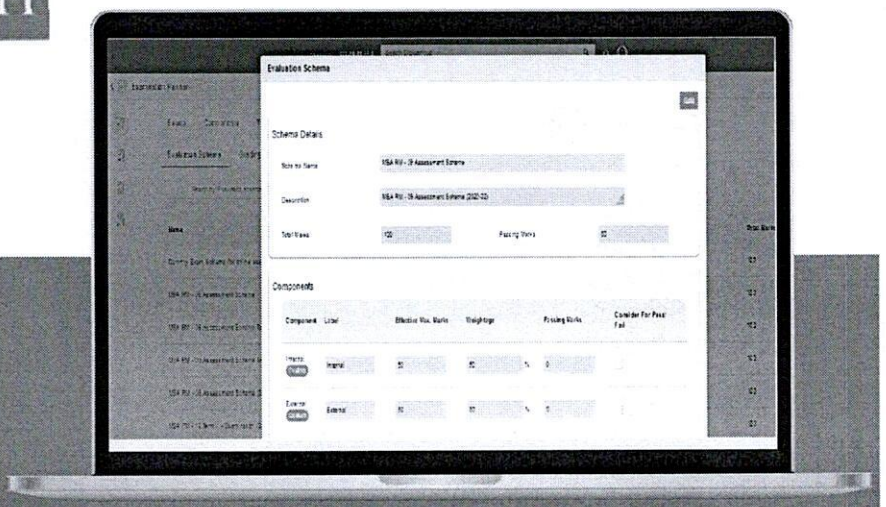
Ex.

IIHMR UNIVERSITY



Smart EMS For Flawless & Complete Examination Management

Execute Each & Every Step Of Taking Exams From One Place

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What Is Examination Management In CollPoll ?

For Students

Examination Management system automates & streamlines the examination schedule, conduction, and result declaration process while ensuring 100% accuracy of results.

For Administrators

A software that's been developed to manage the entire exam process. It covers all the activities that are related to examination management, right from receiving enrollment and examination forms, to the processing of exams, printing, distribution, and statistical reports.

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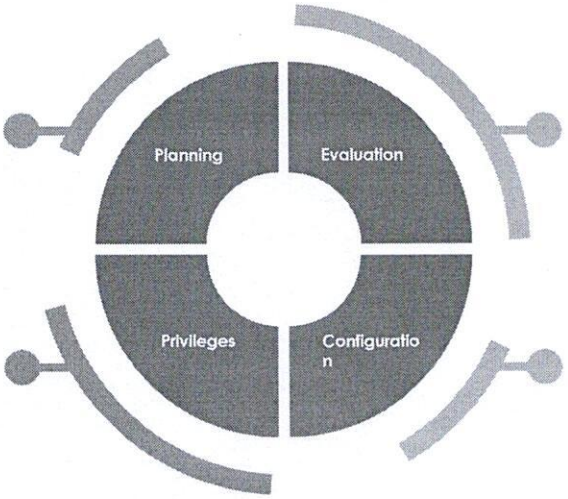
Smart Examination Management

Examination Planning

- ☑ Add a New Exam Type
- ☑ Import Gradesheet
- ☑ Bulk Download in Gradesheet



Evaluation Schema

- ☑ Define Marks Distribution
- ☑ Apply Schema
- ☑ Create a New Schema
- ☑ Map/Unmap a Schema

Access Control

- ☑ Grant Privileges for Examination Planning & Evaluation Schema

Detailed Configuration

- ☑ Add Assessments
- ☑ Define Maximum/Passing Marks
- ☑ Configure Make-up/Re-Exam

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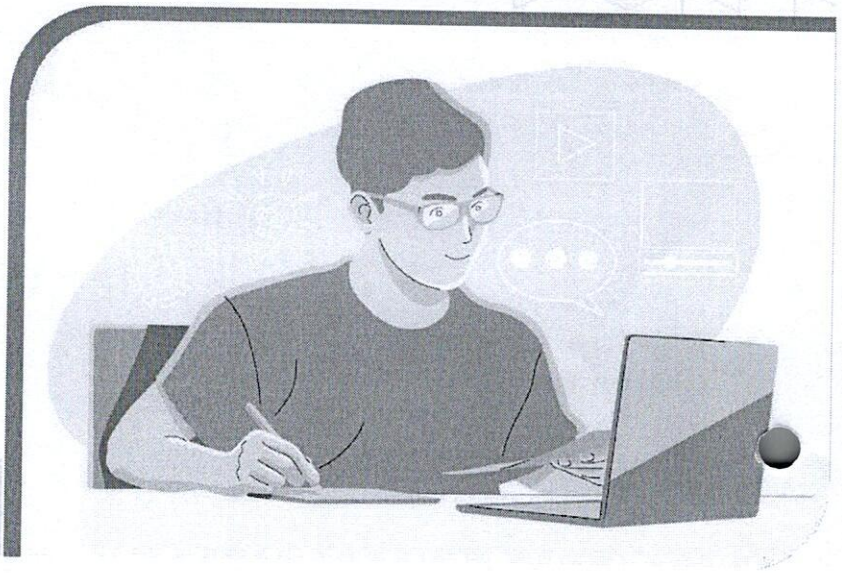
PREREQUISITES FOR EXAM MANAGEMENT

- Automation of planning and execution
- Configuration of exam types
- Online exam registrations
- Exam Timetable Configuration
- Result Generation



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EXAMINATION PLANNING

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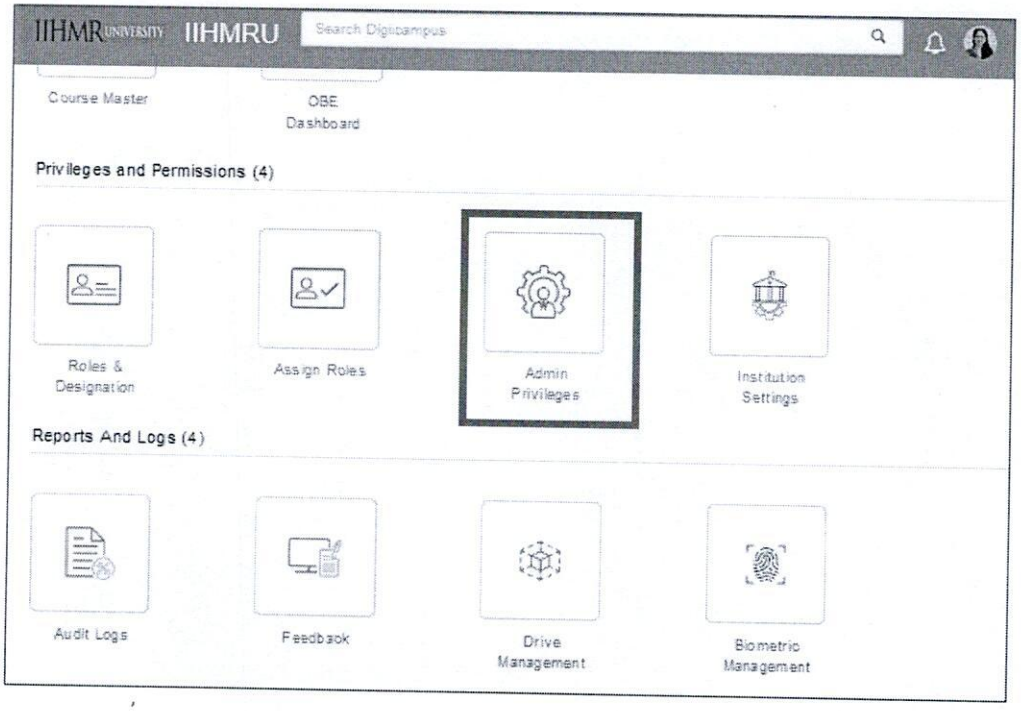
Admin Privileges



Go to **admin privileges** under **admin console**

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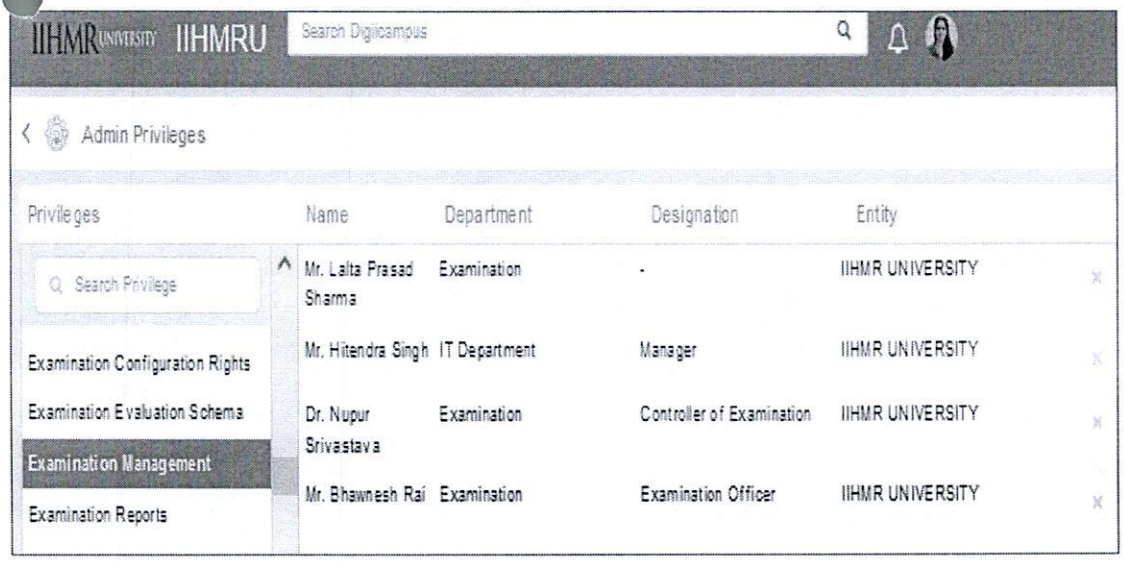
Admin Privileges



- Search for **examination management**
- Click on **add** tab on the bottom right

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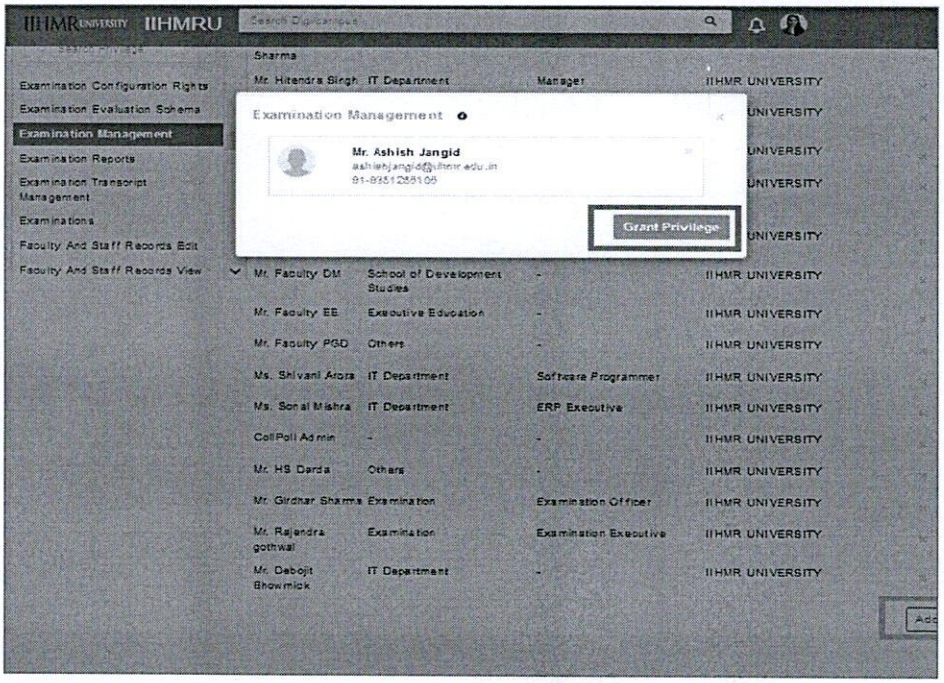
Admin Privileges



Search for the faculty name then, click on **grant privilege**

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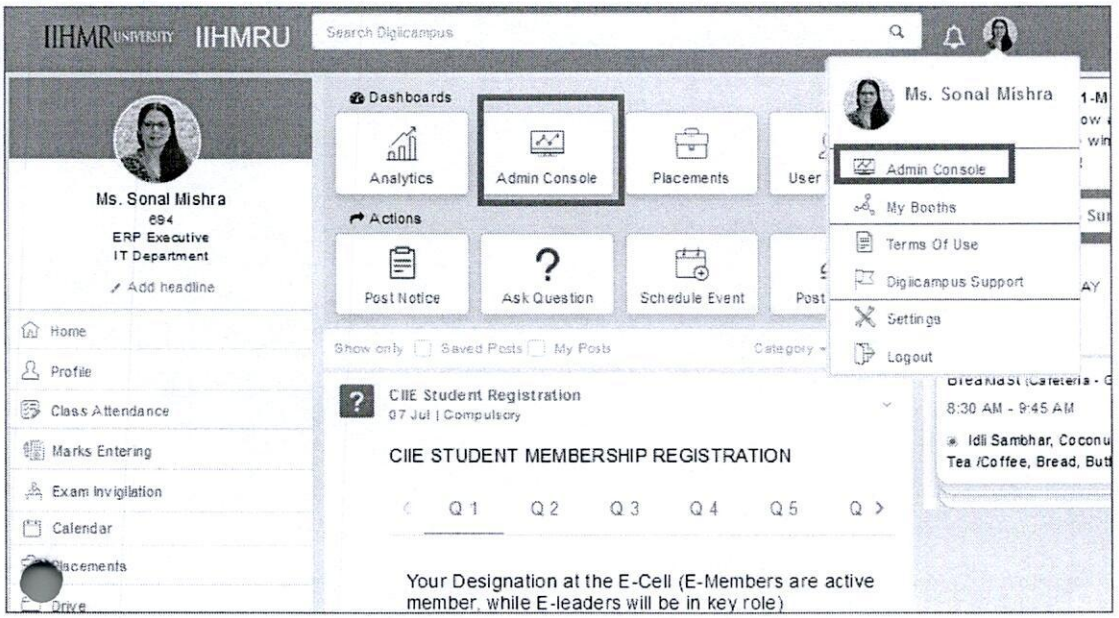
Navigating To Examination Planner



- Automation of planning and execution can done
- System will allow to configure the multiple exam types

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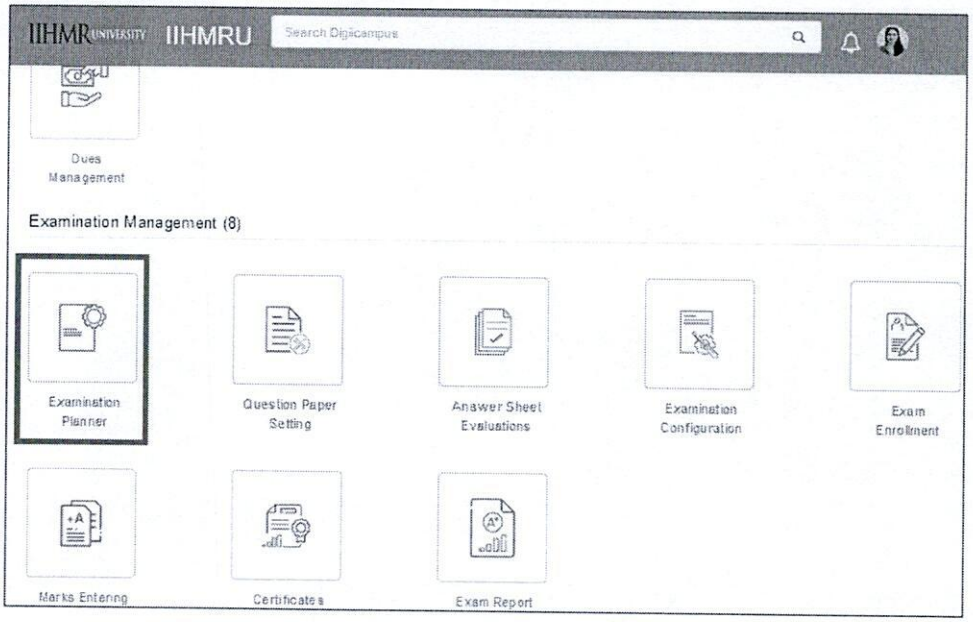
Examination Planner



In the Admin Console, we need to click on **Examination Planner**

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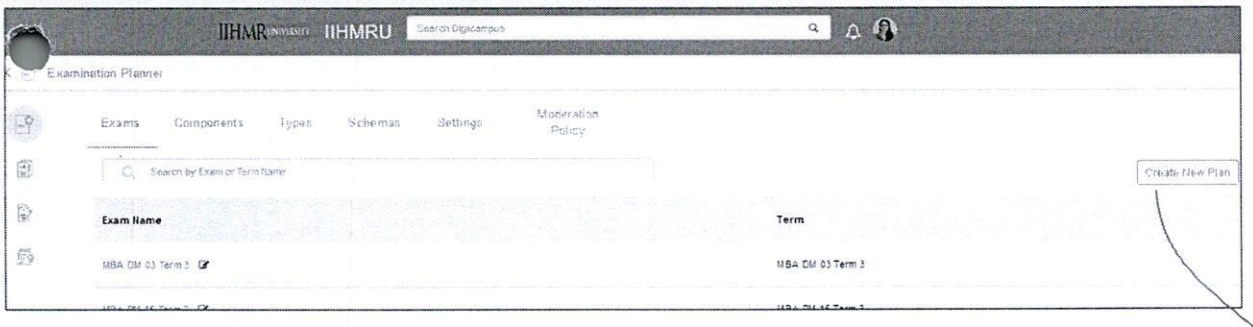
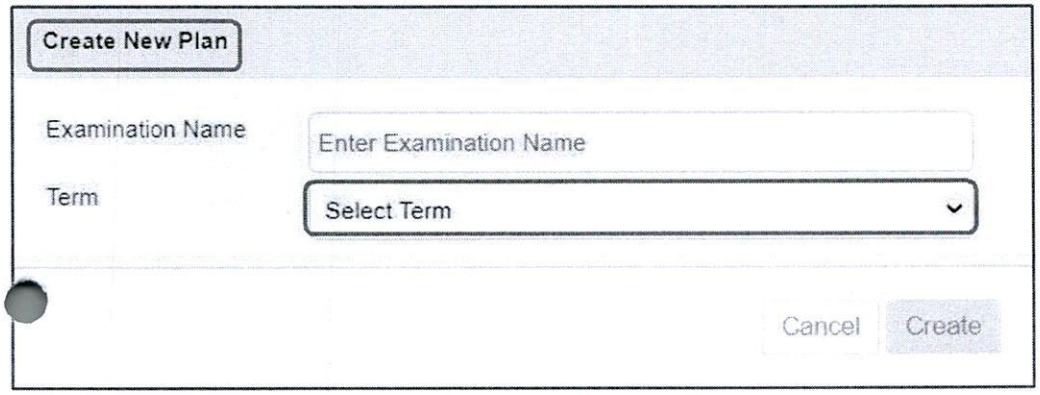
Examination Planner - Exam Plan Configuration





- Click on **Create New Plan**
- Create New Pan for the **active term** for which exam needs to be conducted.

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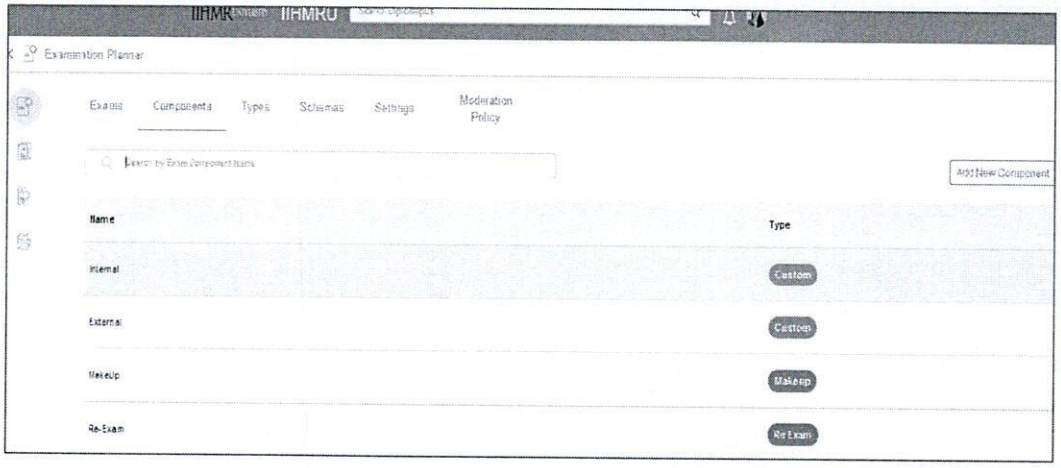
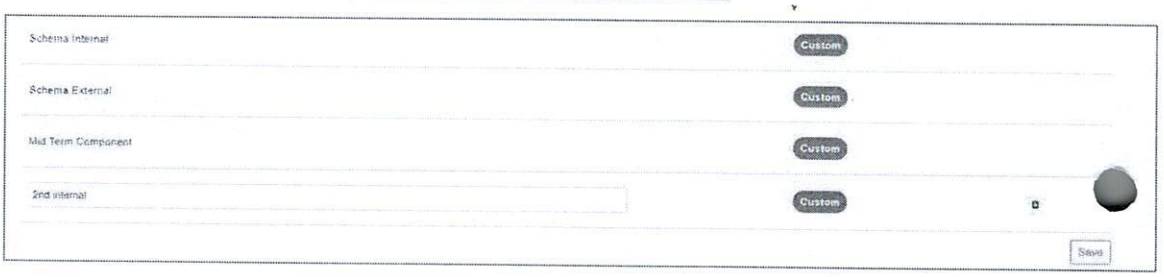
Examination Planner - Exam Component Configuration



- Click on **add new component**
- Create New Component for the **active term** for which exam needs to be conducted.



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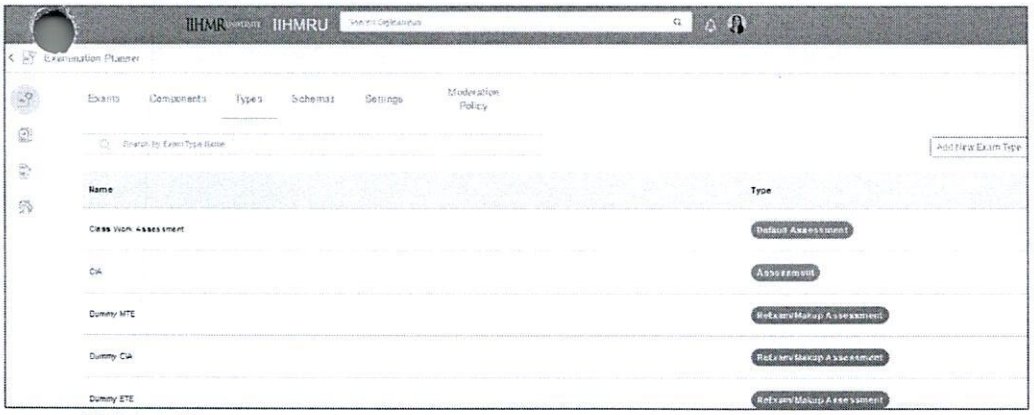
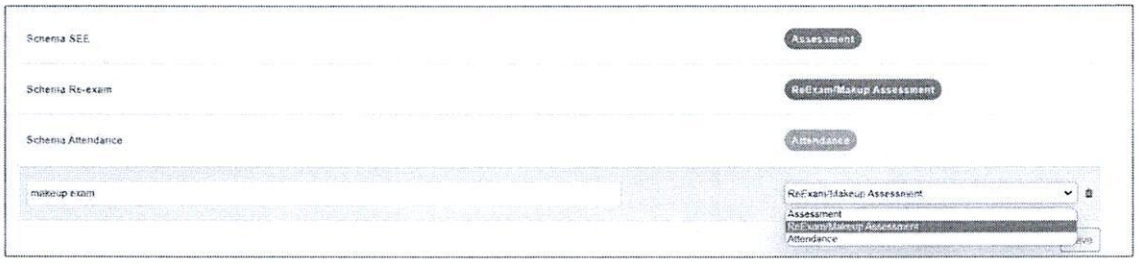
Examination Planner - Exam Type Configuration



- Schema Attendance is an attendance level check on schema which can be defined by the institution
- Schema Attendance is non-mandatory
- Class work Assessment is mandatory and needs to be defined by the institution, it can be part of any component.

- Click on **add new exam type**
- Create New Exam Type as assessment, ReExam/Makeup Assessment or attendance.



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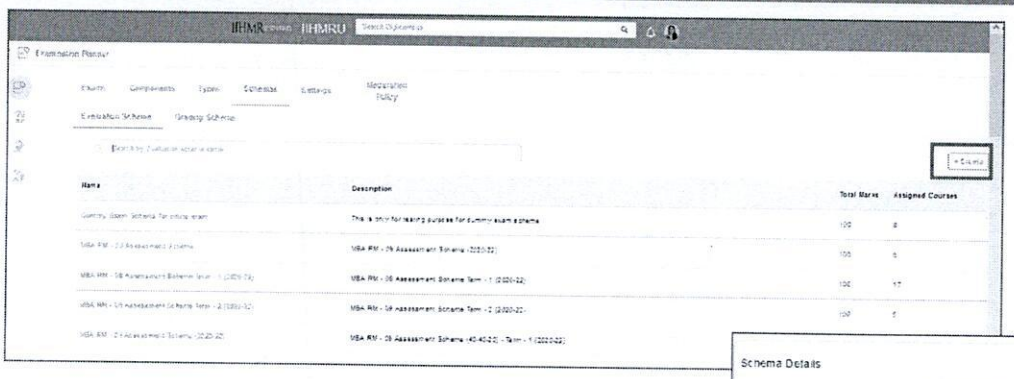
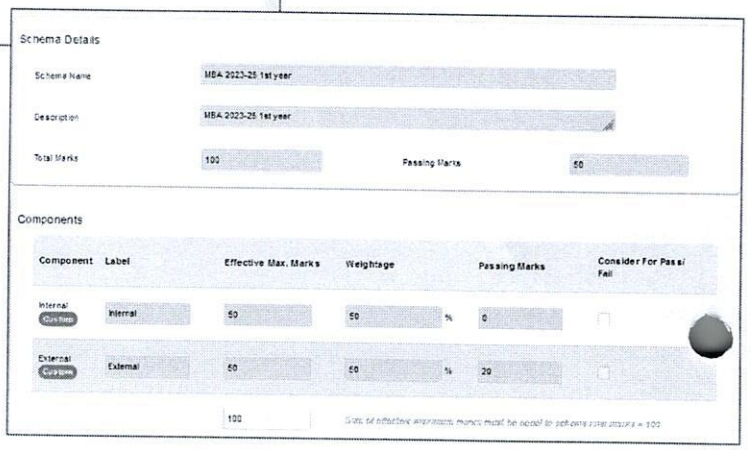
Examination Planner - Exam Schema Configuration (Evaluation Schema)





- Click on **create**
- Create New Evaluation Schema and add multiple components. Click the checkbox to consider the schema for pass/fail of a student.

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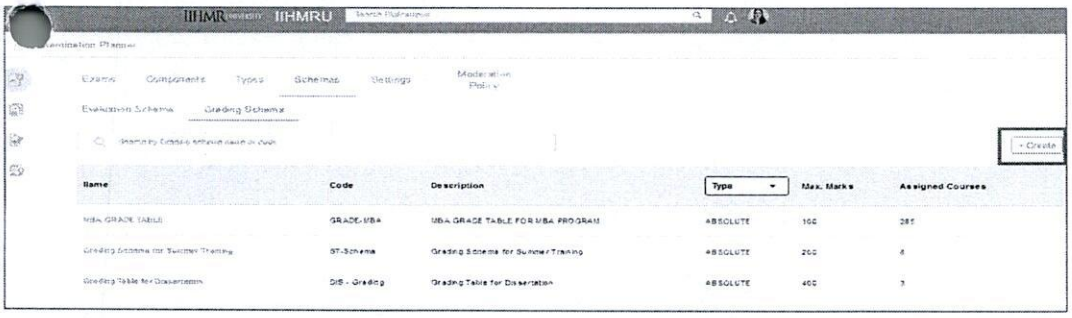
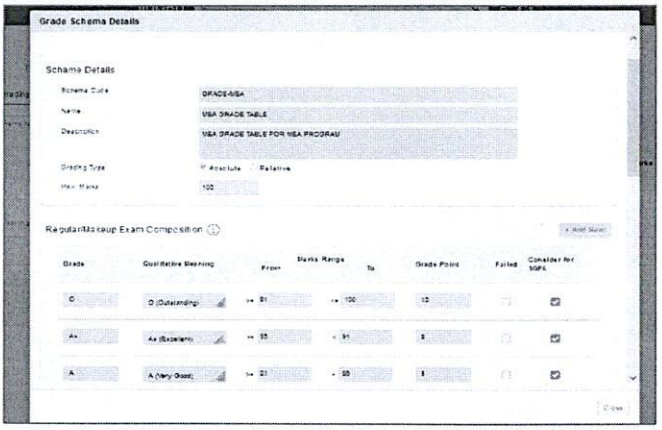
Examination Planner - Exam Schema Configuration (Grading Schema)





- Click on **create**
- Create New Grading Schema and add components for regular/makeup exam or re-exam.

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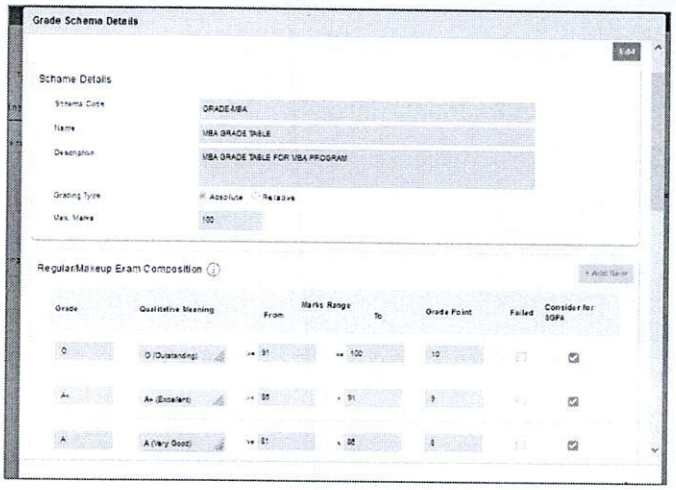
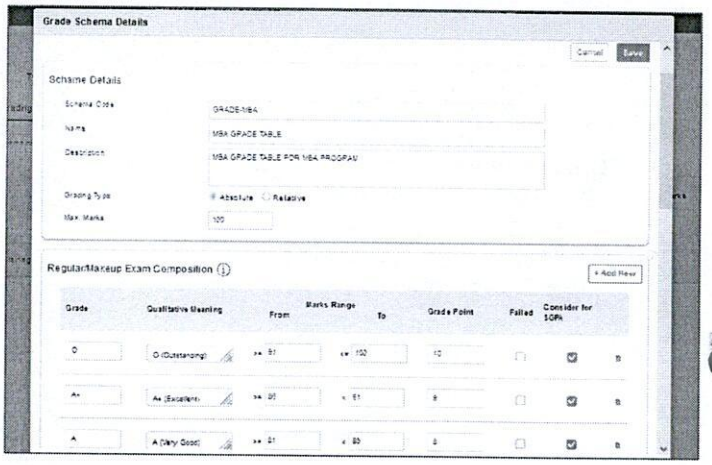
Examination Planner - Exam Schema Configuration (Grading Schema)



- You can edit an existing grading schema to update the details.



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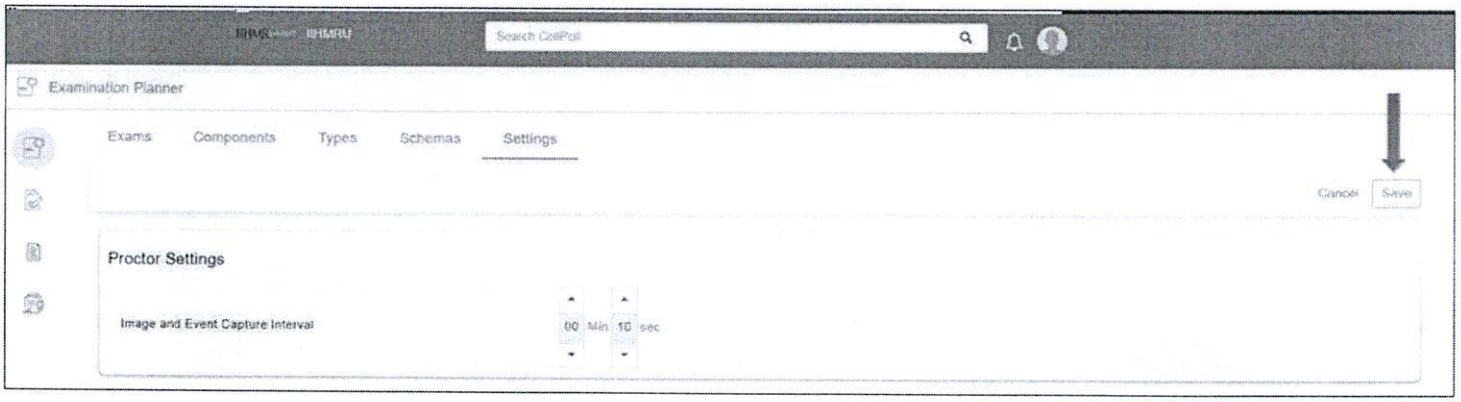
Examination Planner - Exam Settings Configuration

- Set the time interval for image and event capture during an exam.



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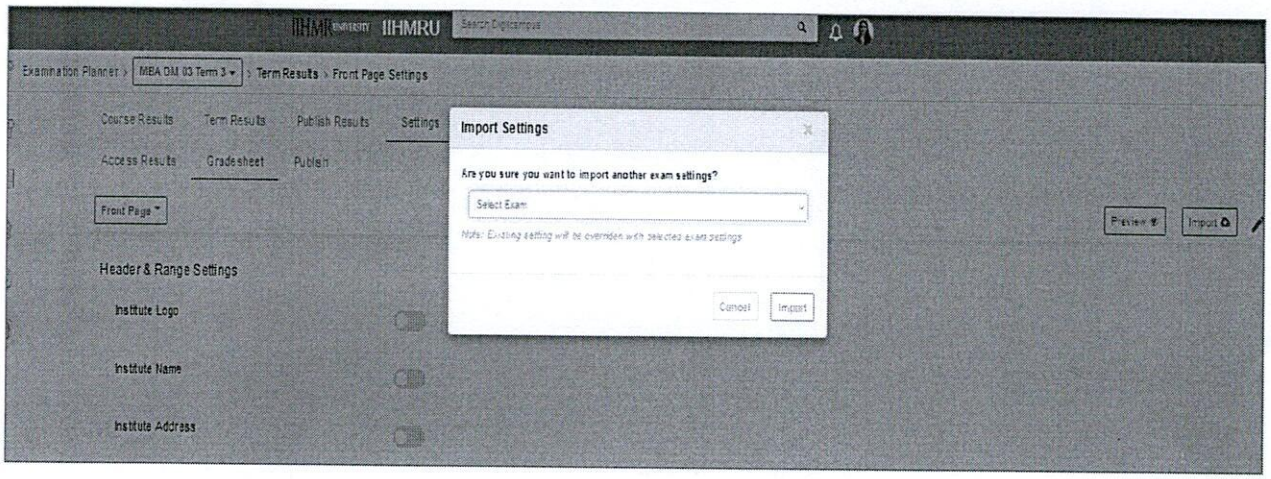
Examination Planner - Import Gradesheet



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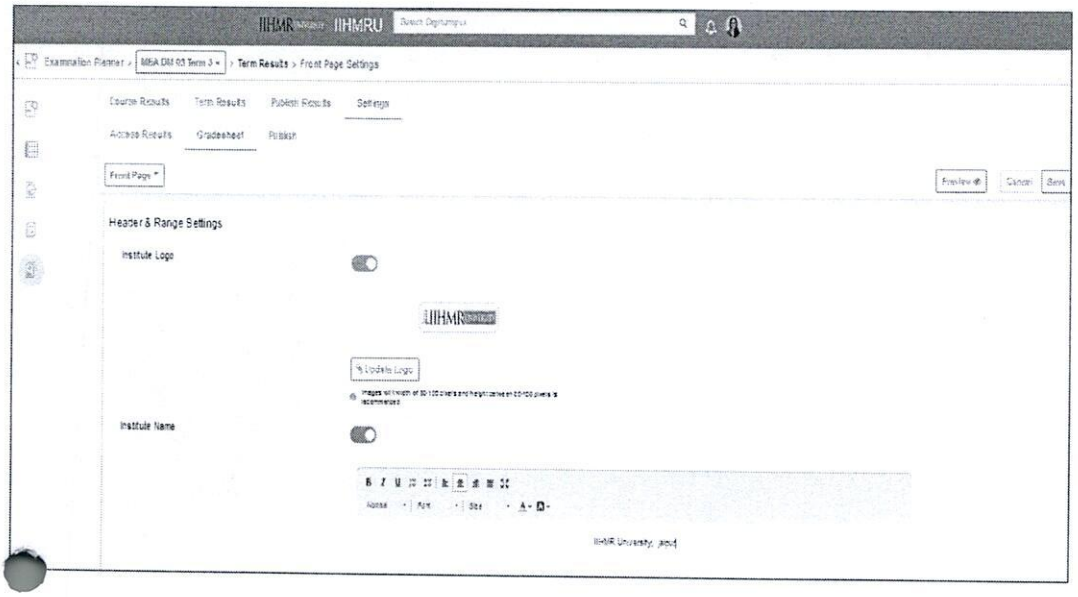
Examination Planner - Front Page Settings



- Select an exam, then go results from the left panel.
- Under **settings** ,click on the edit icon to update the institute name, address, and logo.

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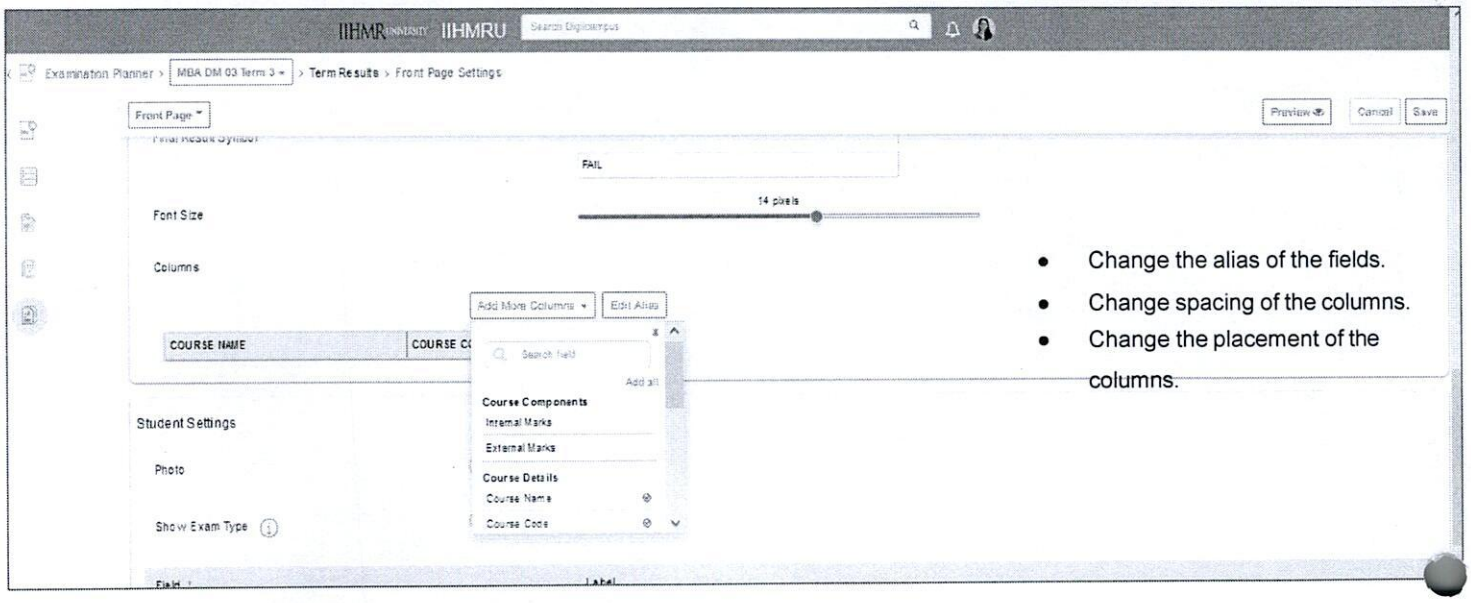
Examination Planner - Column Control In Gradesheet



- Change the alias of the fields.
- Change spacing of the columns.
- Change the placement of the columns.

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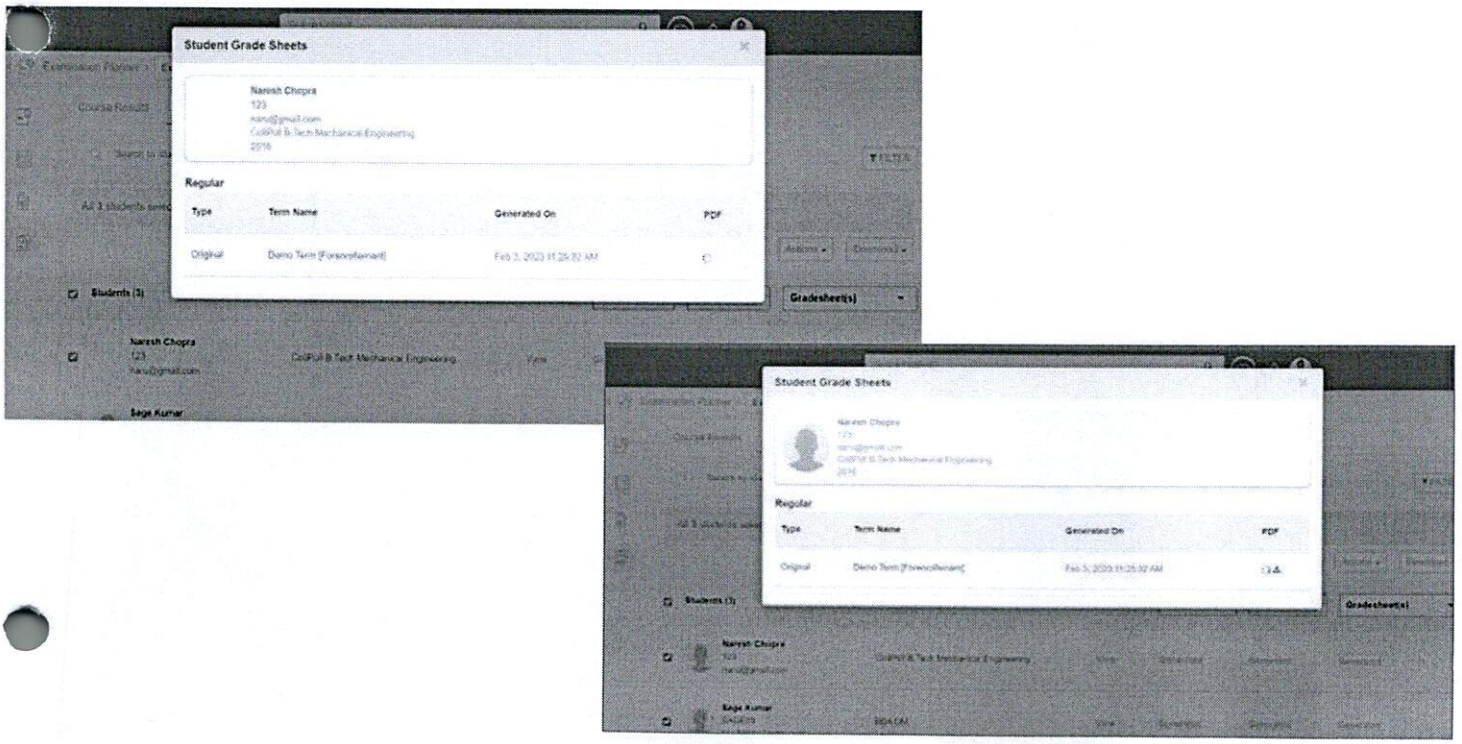
Examination Planner - Bulk Download In Gradesheet



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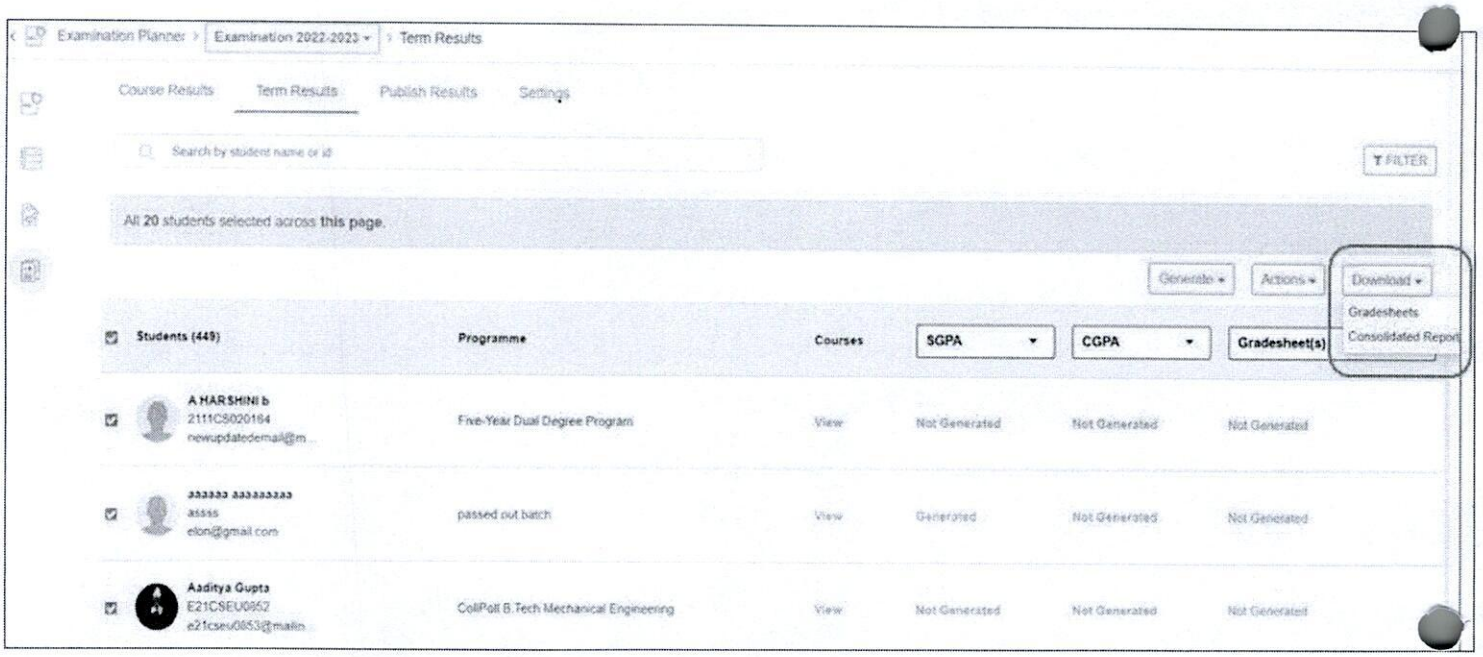
Examination Planner - Bulk Download In Gradesheet



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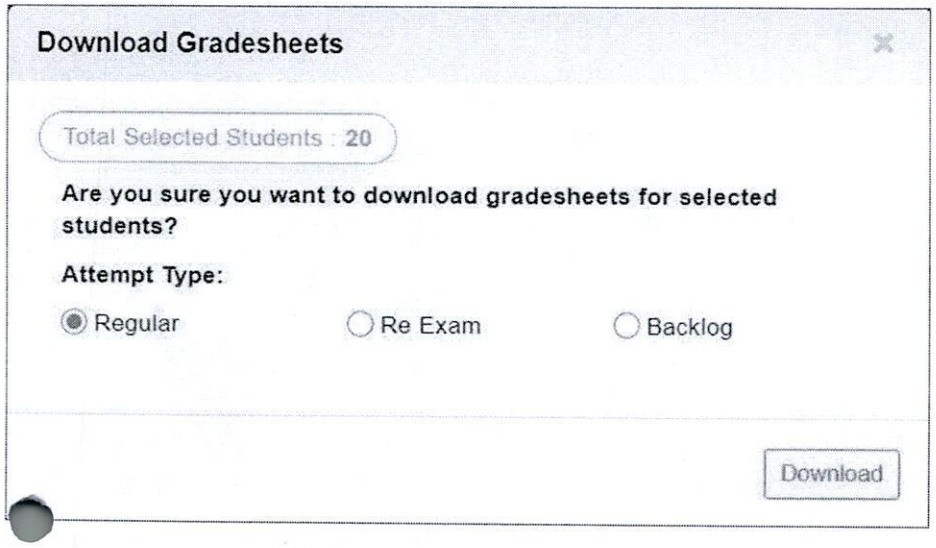
Examination Planner - Bulk Download In Gradesheet



Note:

- If the Number of Grade sheets generated are more than 50 than the generation will follow Batch processing.
- Each Grade sheet size is ranging from 1.25 to 2 MB so a fast internet speed is recommended for downloading large set of grade sheets.
- At a time 200 grade sheets can be download, if the institution tries to download 2000 grade sheets, 10 folders with 200 grade sheets will get downloaded.

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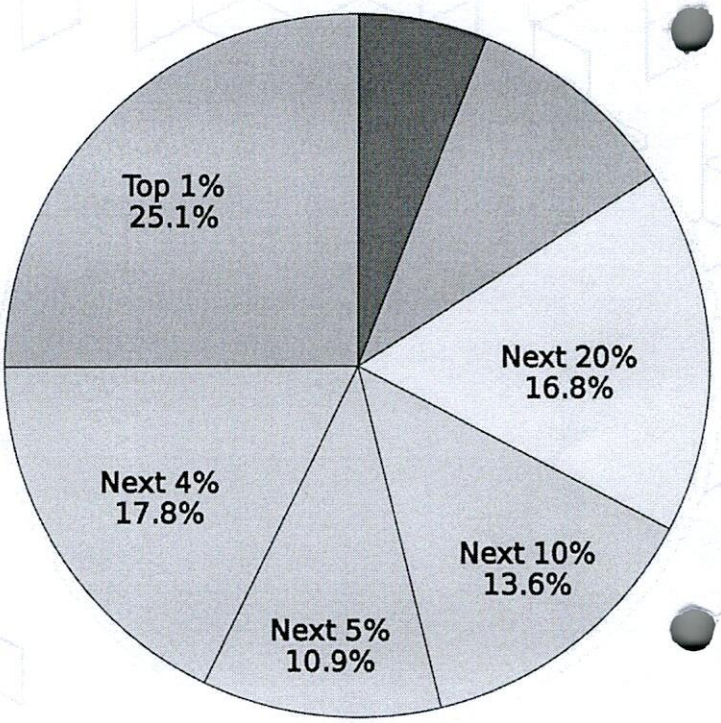
EVALUATION SCHEMA



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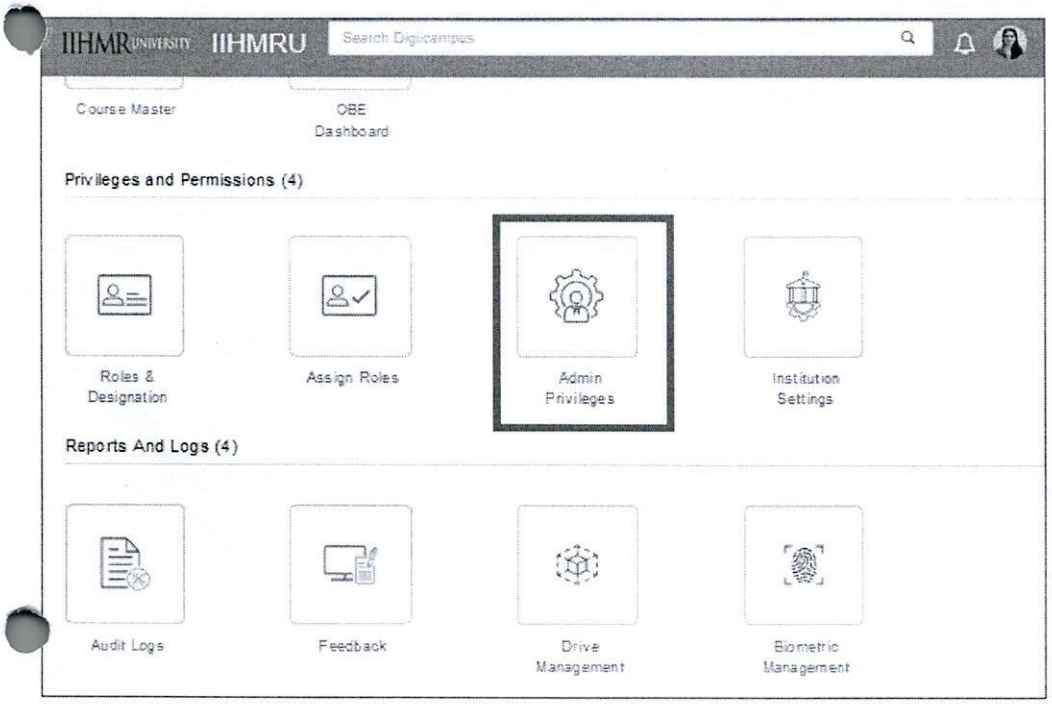
Admin Privileges

CollPoll



Go to **admin privileges** under **admin console**

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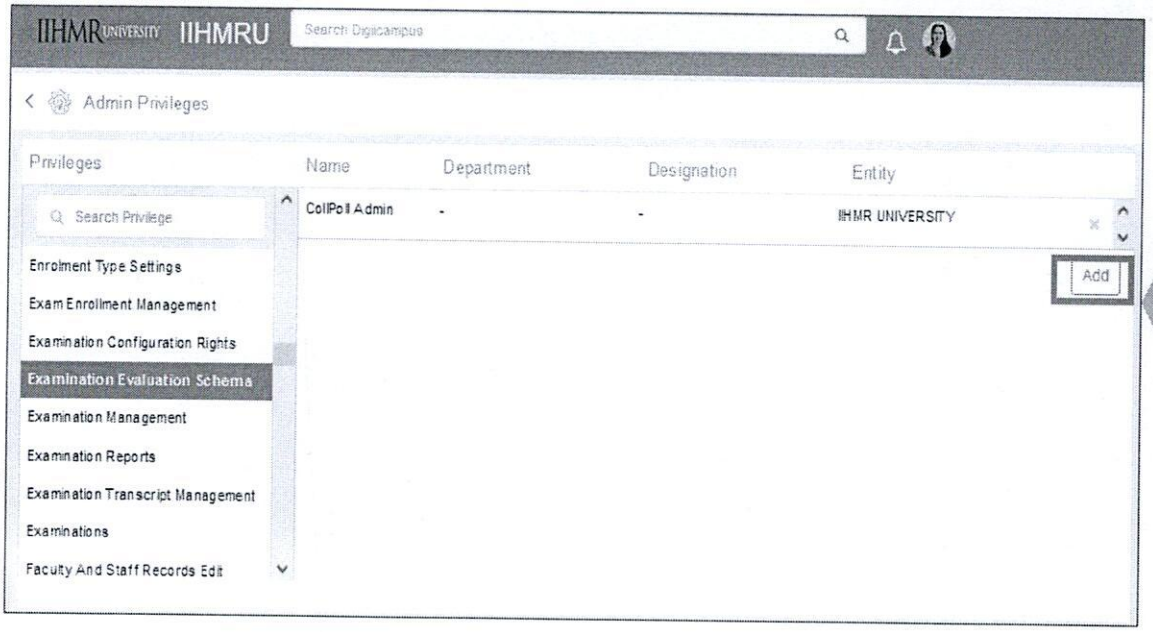
Admin Privileges



- Search for **examination evaluation schema**
- Click on **add** tab

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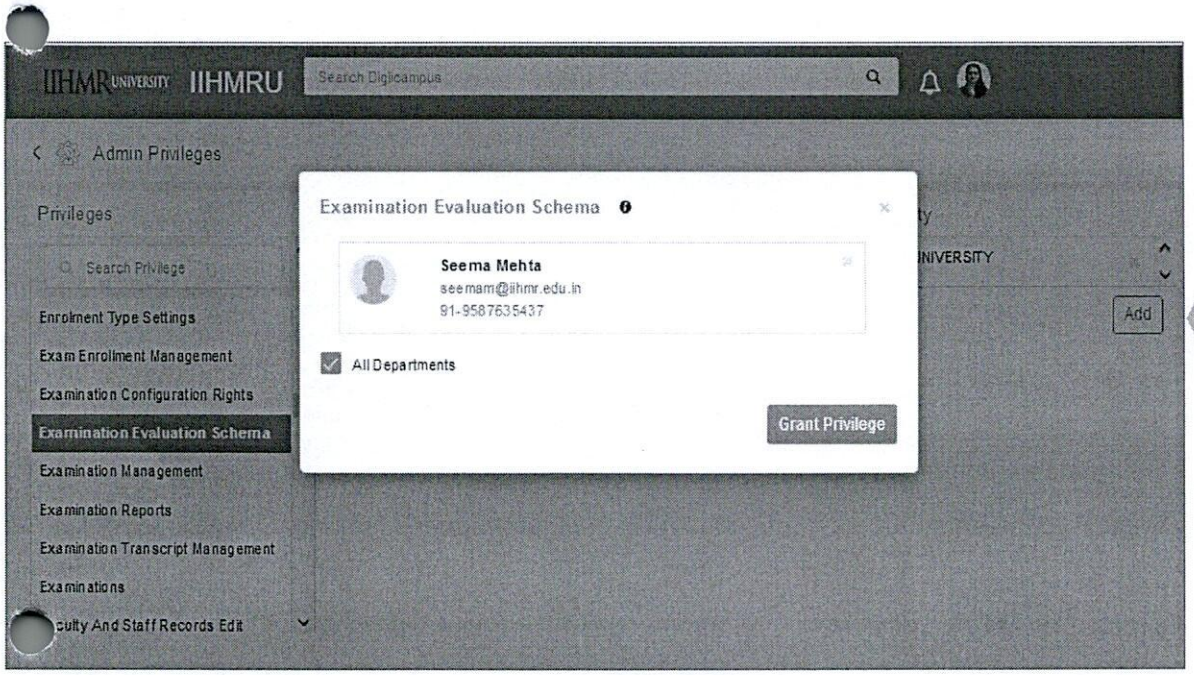
Admin Privileges



Search for the faculty name then, click on **grant privilege**

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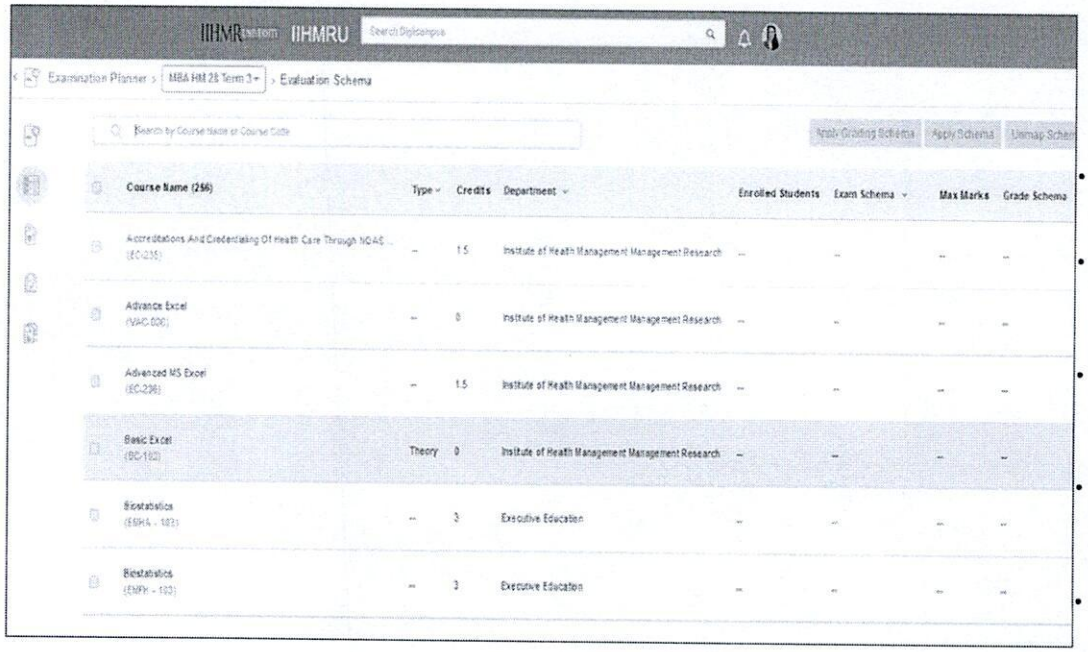
Evaluation Schema



Evaluation Schema - where we to define the marks distribution for the assessments concerning the courses

- **COURSES:** States the courses list which all are present in the system
- **ALL TYPE/CREDITS:** It defines the course types ex. Theory, practical etc and its credits.
- **ENROLLED STUDENTS:** States the count of students who are actively studying this course in this term.
- **EXAM SCHEMA:** Where we can see the course schema which we will configure
- **GRADE SCHEMA-** Where we can see the grade schema in which we will define the grades with respect to the marks.

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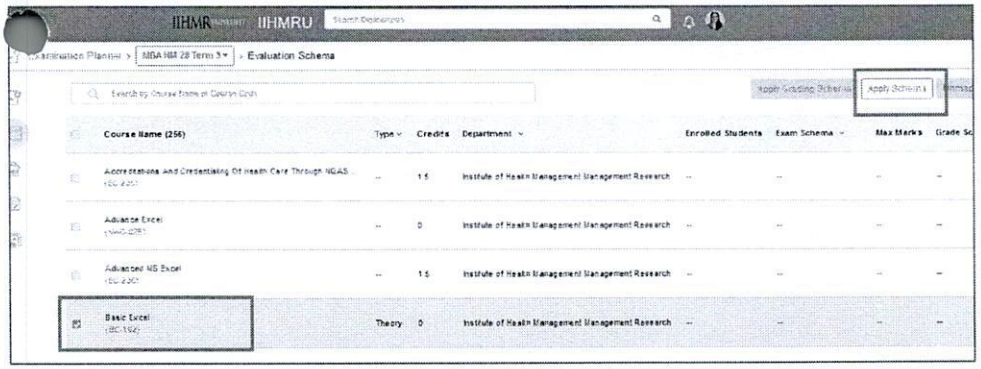
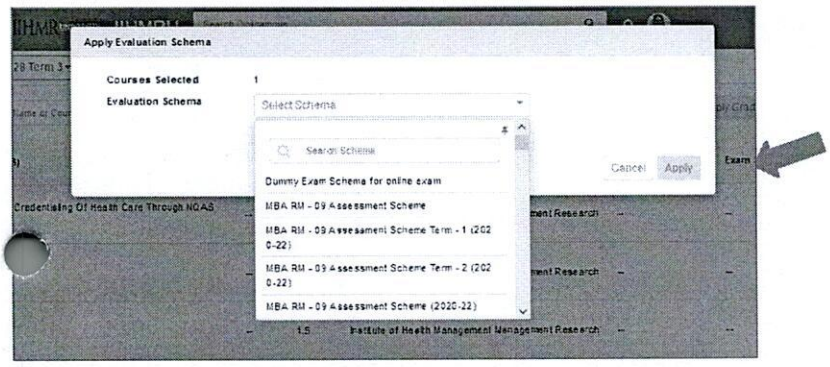
Evaluation Schema



- **Select the course** to which you want to apply **Course Schema.**
- Click on **Apply Schema**



- This page will appear
- select the schema and click on apply.
- Schema can be unmapped using **Unmap Schema**

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BENEFITS OF USING THE SMART EXAMINATION MANAGEMENT SYSTEM!

Hassle-Free Examination Process Management

Boost Students Interest With Multiple Exam Formats

Single Cost Efficient Solution For Complete Examination Process

Greater Accuracy & Precision

Seamless Accessibility Anytime Anywhere

Conduct Exams For Mass Students With Highly Scalable EMS

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Ex.

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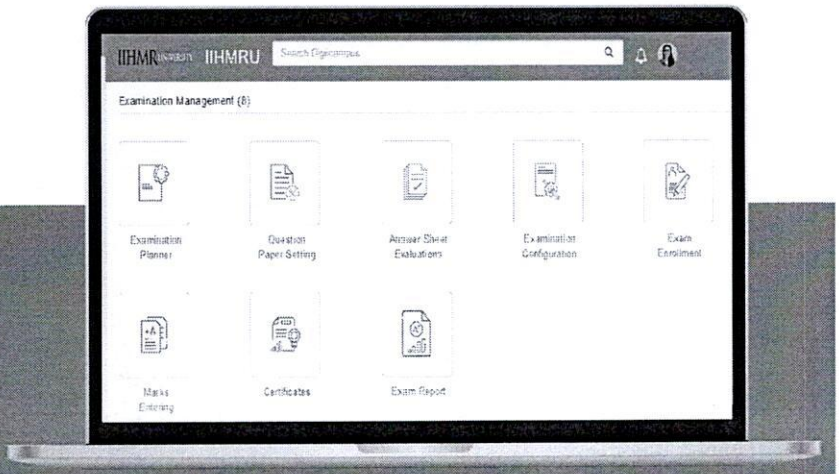

Smart EMS For Flawless & Examination Enrollment Management

Manage Exam Enrollment From One Place

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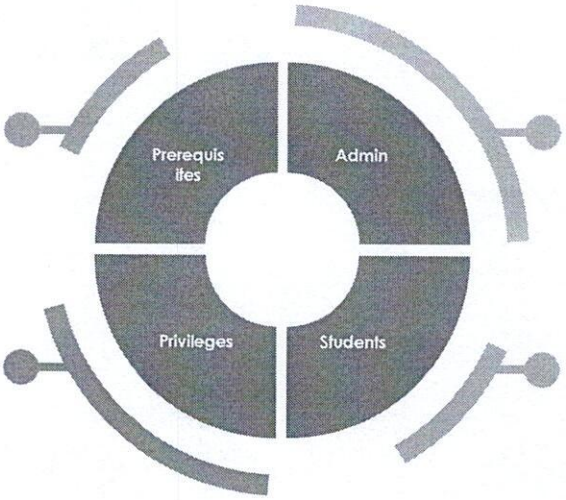
Smart Examination Enrollment Management

Enrollment Management

- ☑ Set Enrollment Dates
- ☑ Fee Settings
- ☑ Set Eligibility Criteria



Enrollment Settings

- ☑ Set late Fine Application Date
- ☑ Configure Fee Rules
- ☑ Sync Students
- ☑ Hall Ticket Settings

Access Control & Intelligence

- ☑ Grant Access Privilege To a Faculty Member

Student View

- ☑ Track The Enrollment Dates
- ☑ Check The Late Fine
- ☑ Add Courses To The Bucket
- ☑ View Hall Ticket

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Examination Enrollment In CollPoll

For Students

Examination Enrollment is where students can opt for the courses for which they want to give an exam with the system generated admit card.

For Administrators

Exam Enrollment settings can be configured at program & batch year level where deadline for the enrollment, fee & attendance eligibility can be configured and admit cards can be provided to the students digitally.

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Prerequisites for Exam Enrollment:

- Configuration of Course Scheme with REQUIRE ENROLLMENT is must
- Students should be a part of class group before enrollment
- Appropriate Exam type selection
- Individual Program Batch level settings can be configured

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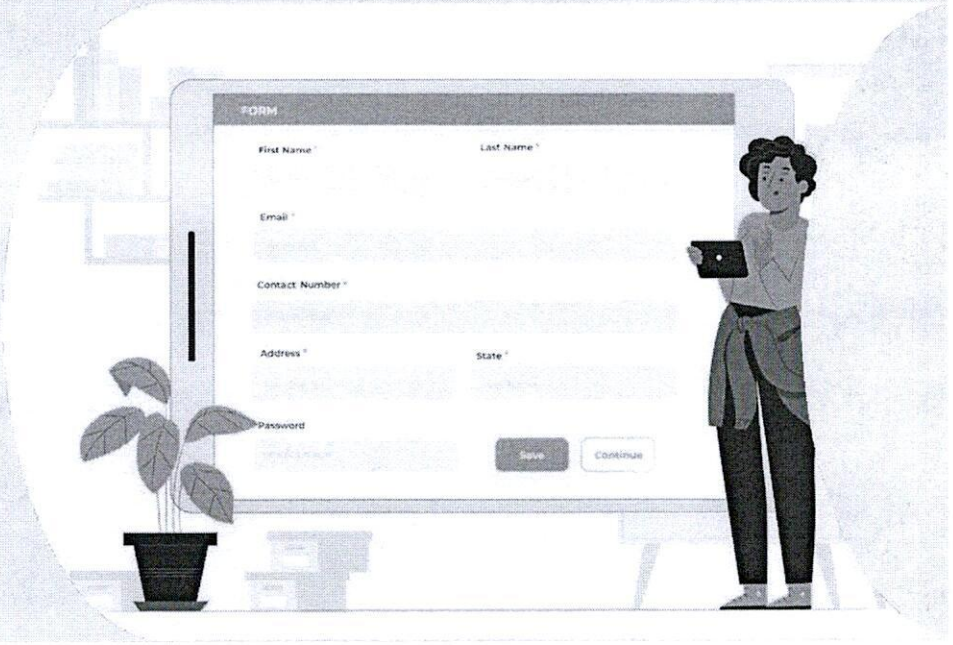
EXAM ENROLLMENT (Admin)



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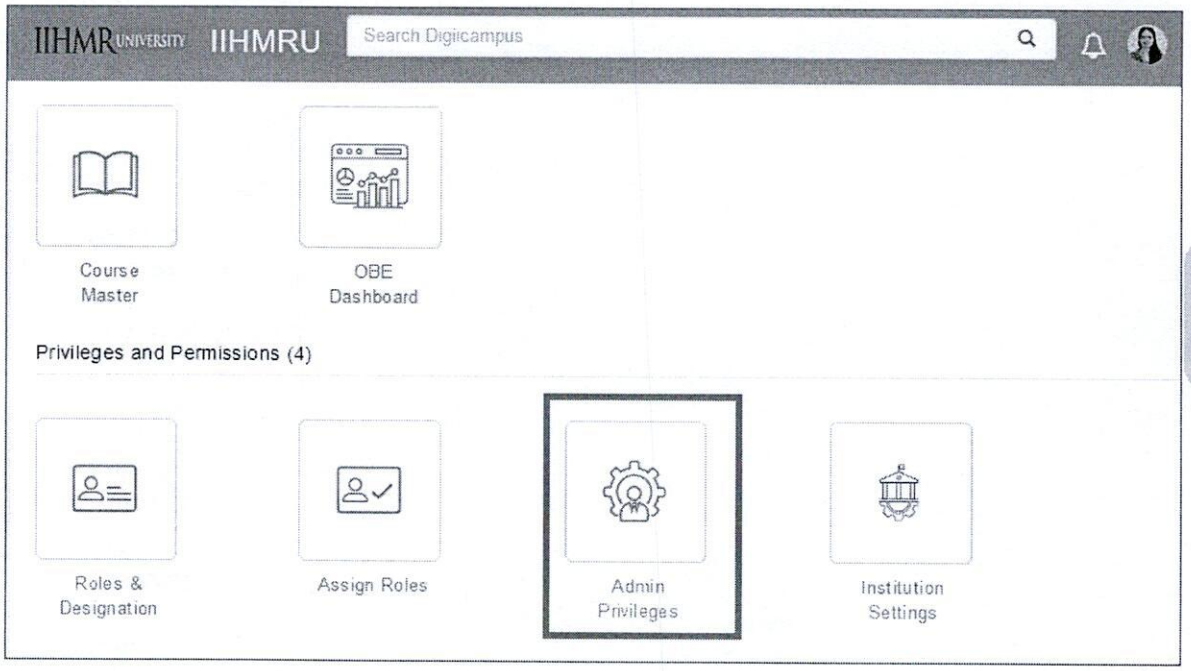
Admin Privileges



Go to **admin privileges** under **admin console**

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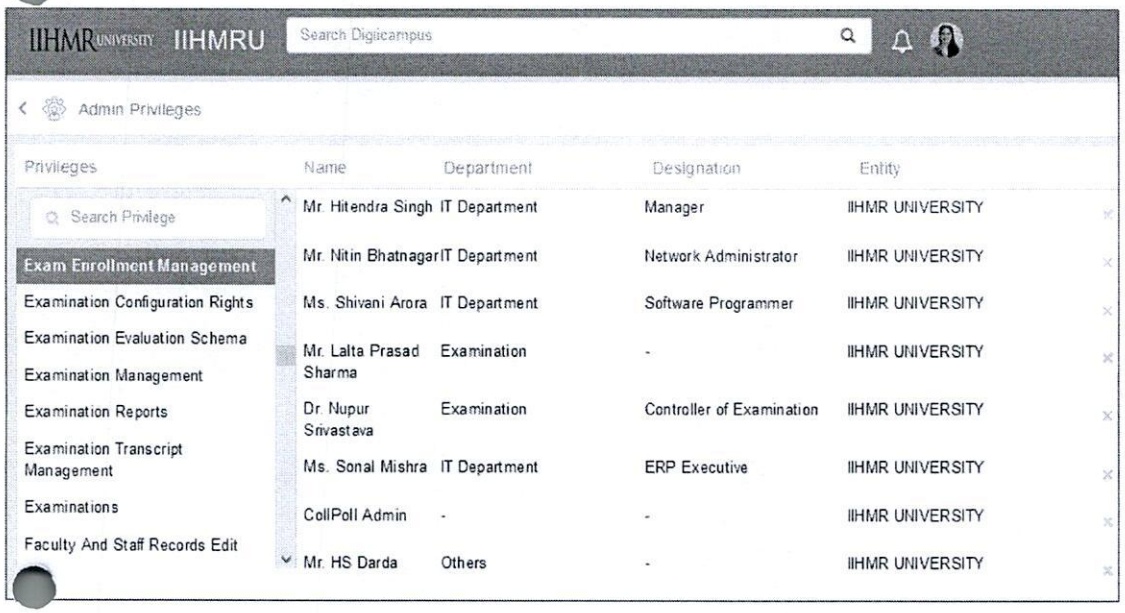
Admin Privileges



- Search for **examination enrollment management**
- Click on **add** tab on the bottom right

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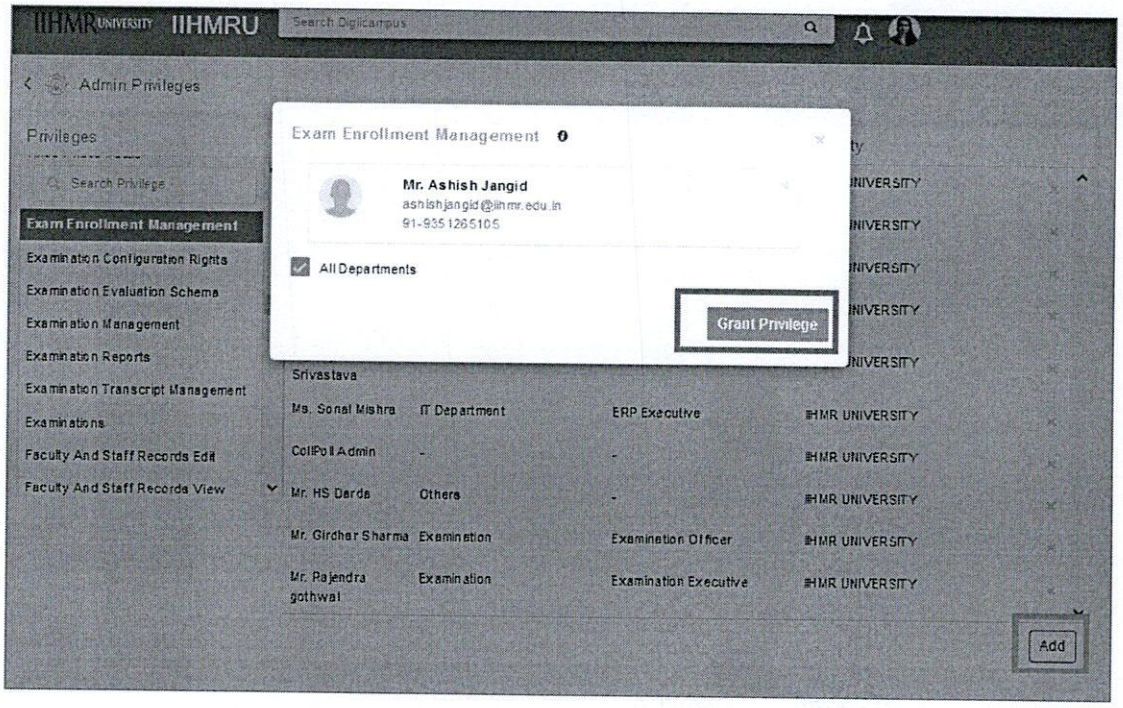
Admin Privileges



Search for the faculty name then, click on **grant privilege**

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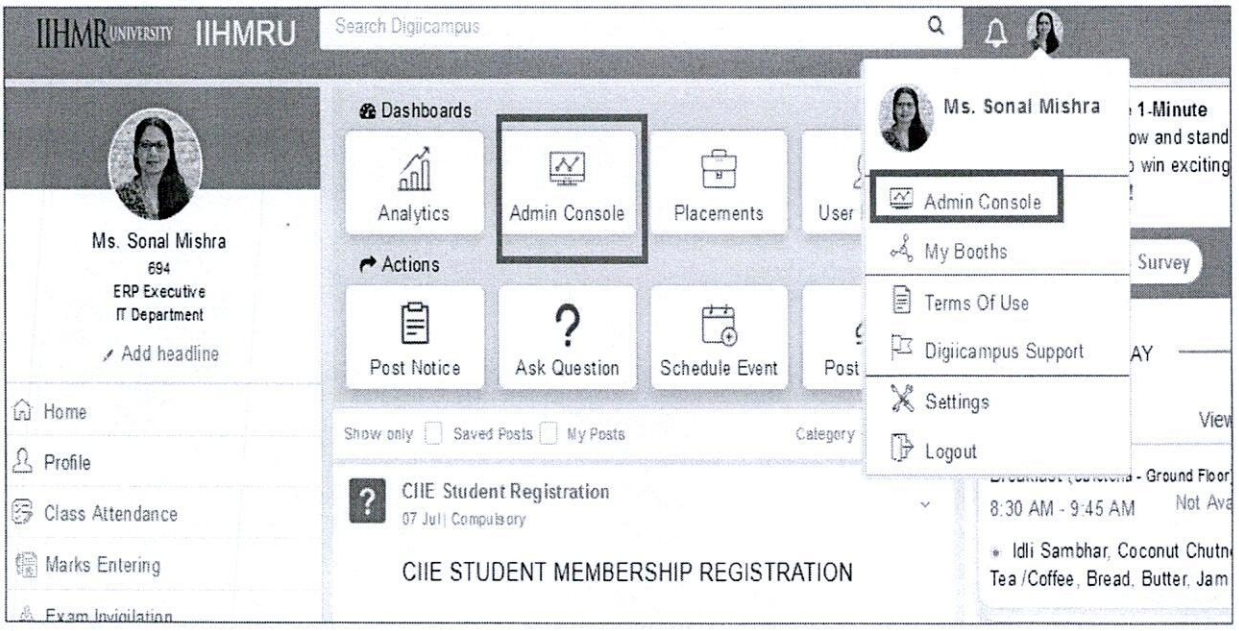
Navigating to Examination Enrollment



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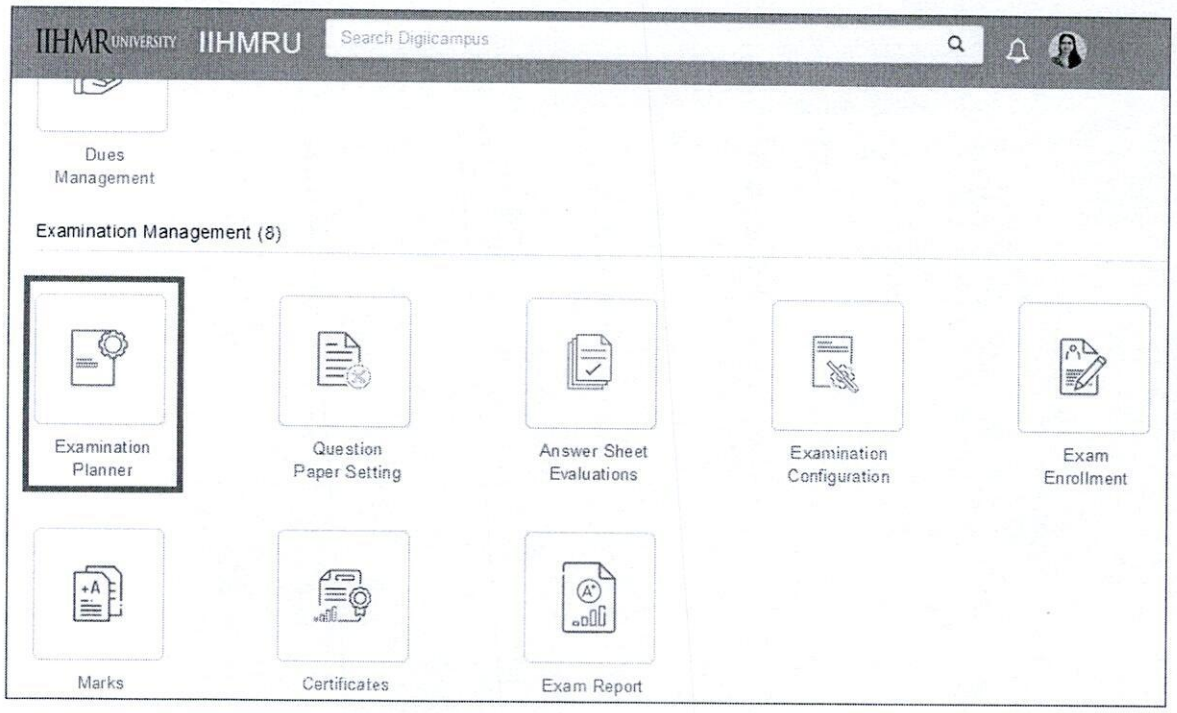
Exam Enrollment



In the Admin Console, we need to click on **Examination Planner**

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Go To Exam Enrollment On The Left Panel

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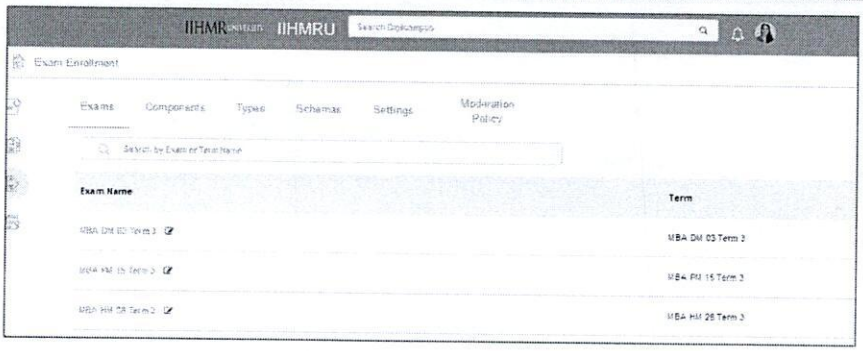
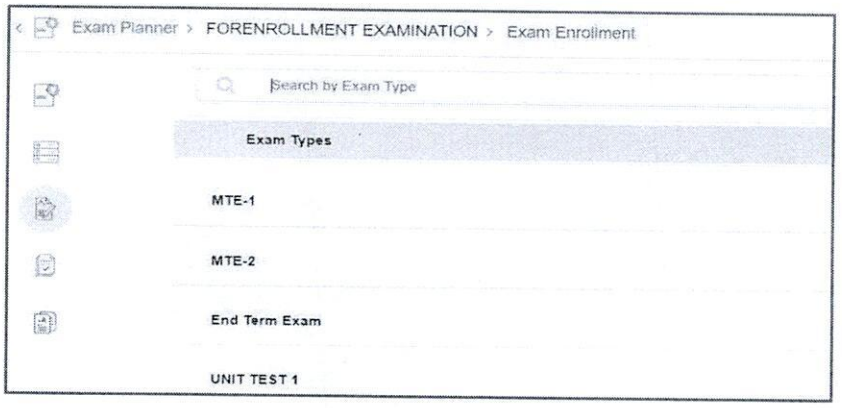
Exam Enrollment





- Select the configured **term** for which enrollment needs to be planned
- After selecting the term this window will appear
- Select the **Exam Type** for which **requires enrollment** was turned on.

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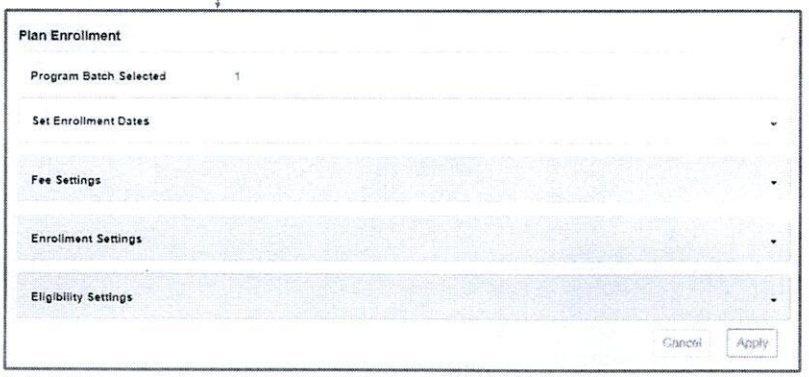
Exam Enrollment

1. **Set Enrollment Dates -** where start/end dates can be defined along with the late fine configuration

2. Fee Settings- where fee settings can be configured on regular & backlog courses

3. Enrollment Settings- where student can register for their courses or admin can auto register

4. Eligibility Settings- where eligibility criteria can be set on student attendance, assessment marks and dues.



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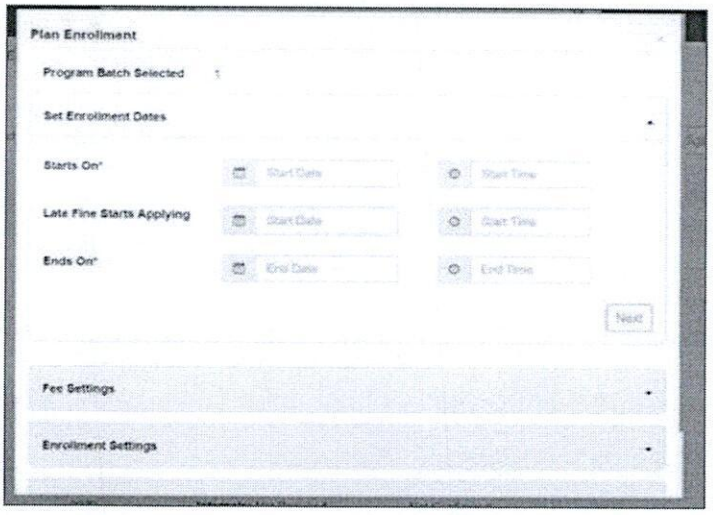
Exam Enrollment Settings - Set Enrollment Dates



1. **Starts On Date-Time-** where **start datetime** can be configured for the enrollment post which students can start enrolling for the courses.

2. **Late Fine Starts Applying-** where **late fee** settings can be configured and late fee starts applying post the configured start datetime.

3. **End On Date-Time-** where **end datetime** can be configured for the enrollment and post which students won't be able to enroll for the courses.

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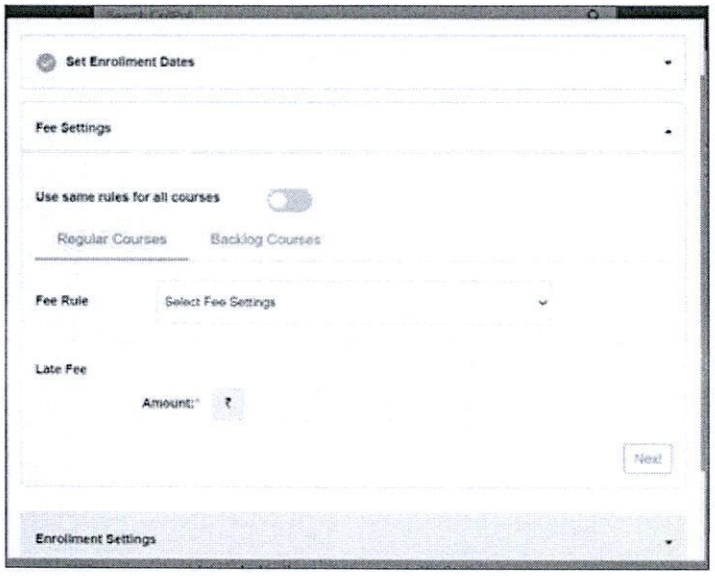
Exam Enrollment Settings - Fee Configuration



- **Use same rules for all courses-** with this flag fee **setting will remain same** for the regular and backlog courses
- **Fee Rule-** It can be configured in five ways where **student has to pay first** before enrollment.

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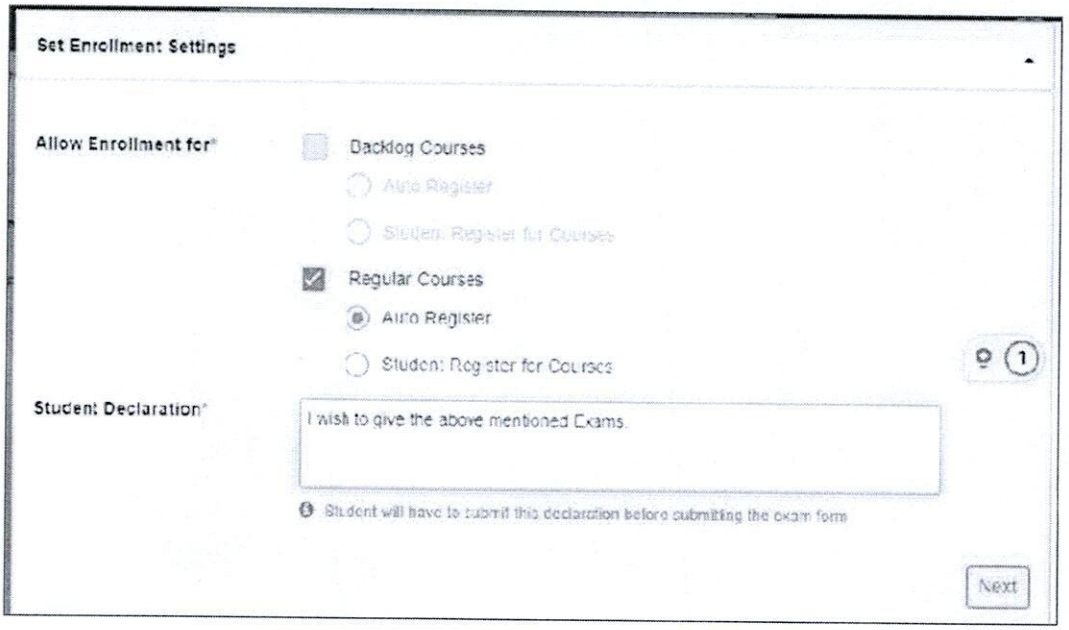
Exam Enrollment Settings - Eligibility Configuration



- **Eligibility Criteria-** it can be configured in multiple ways-

1. **Attendance-** if configured then students with greater than the set threshold will be able to enroll for the courses.
2. **Internals-** where students with the marks greater than passing marks will be able to enroll
3. **Failed/Malpractice/Absent-** students with these statuses in the previous term exams won't be able to enroll.
4. **No Dues-** student with the pending dues won't be able to enroll.

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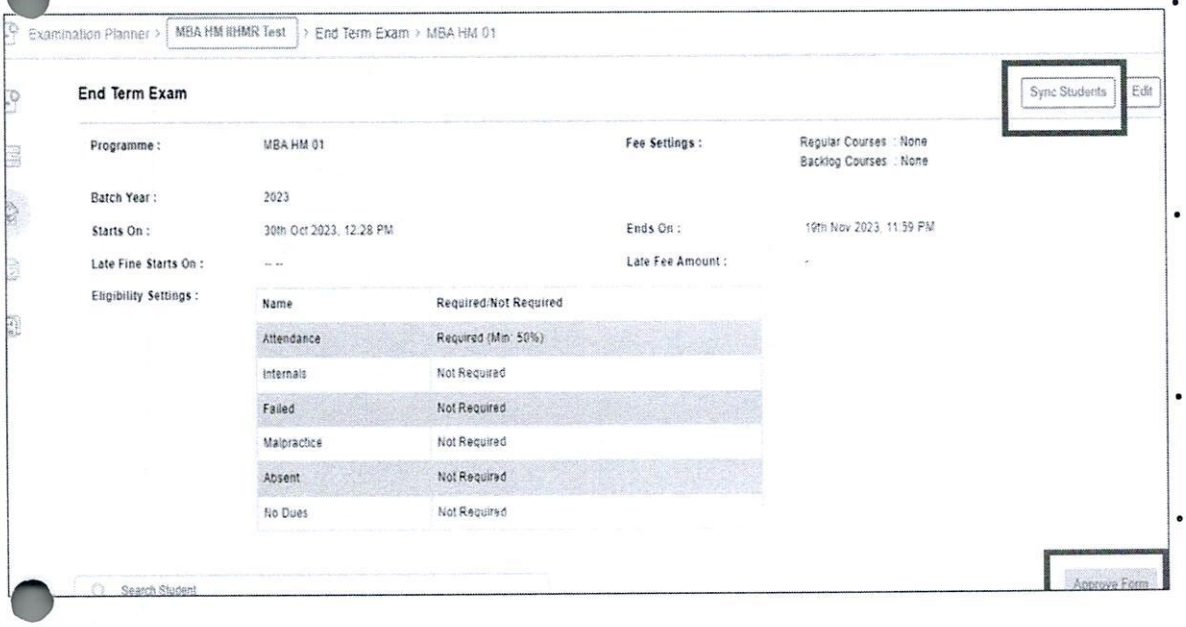
Exam Enrollment Settings - Admin Enrollment Window



- After settings configuration, **register** and **eligible** course will start appearing and students can **enroll** for the courses
- Using the Sync students admin can simply sync the class student which got added later.
- Admin can also add courses with respect to the students manually.
- After enrollment admin can simply click on **Approve Form** to generate the hall tickets/admit card.

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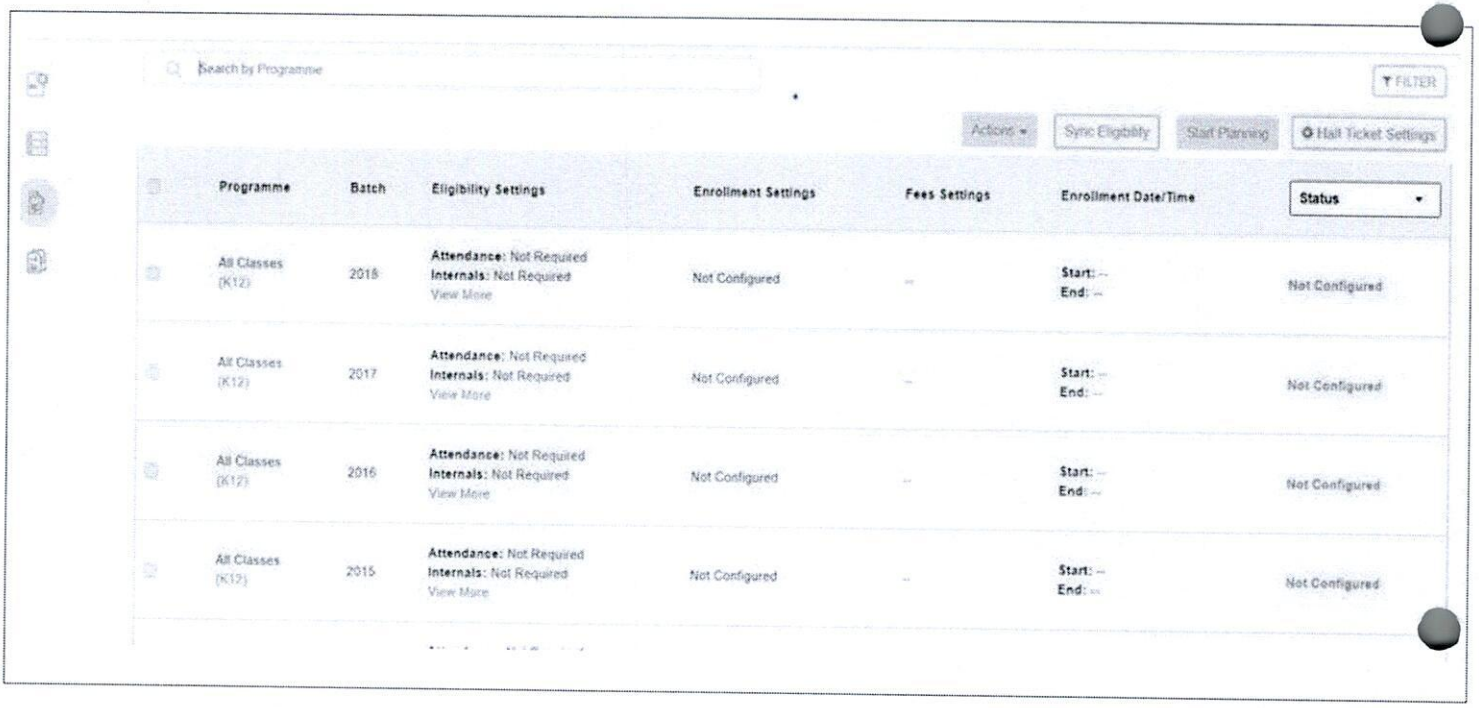
Exam Enrollment - Hall ticket Settings



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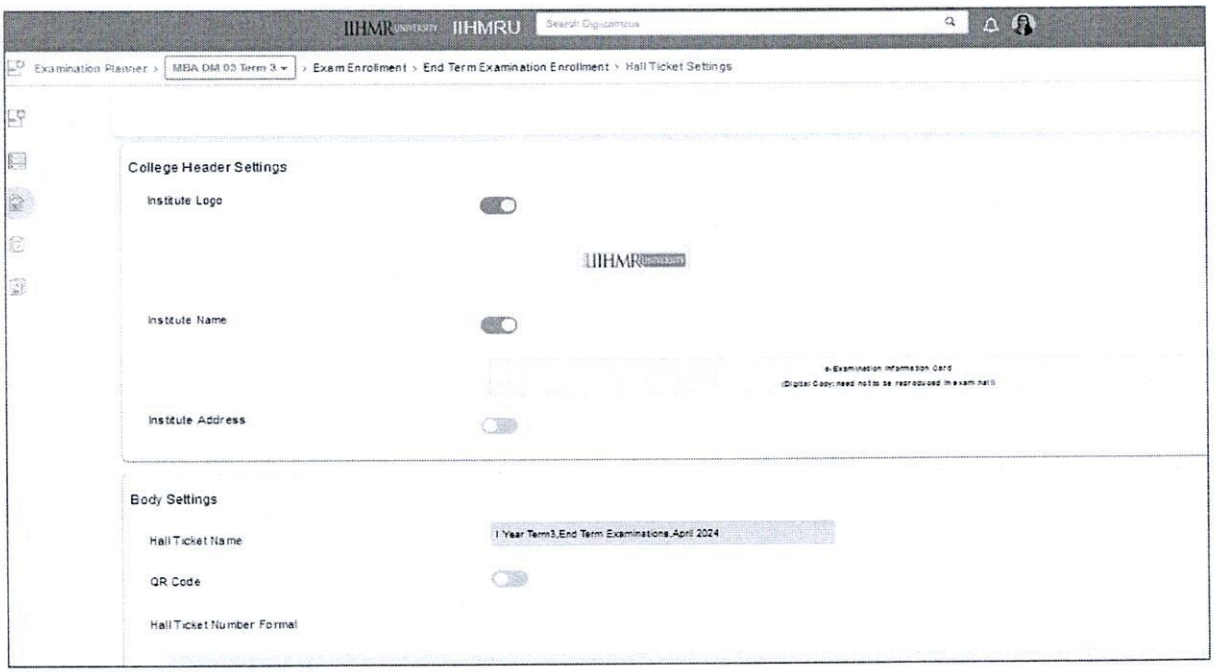
Exam Enrollment - Hall ticket Settings



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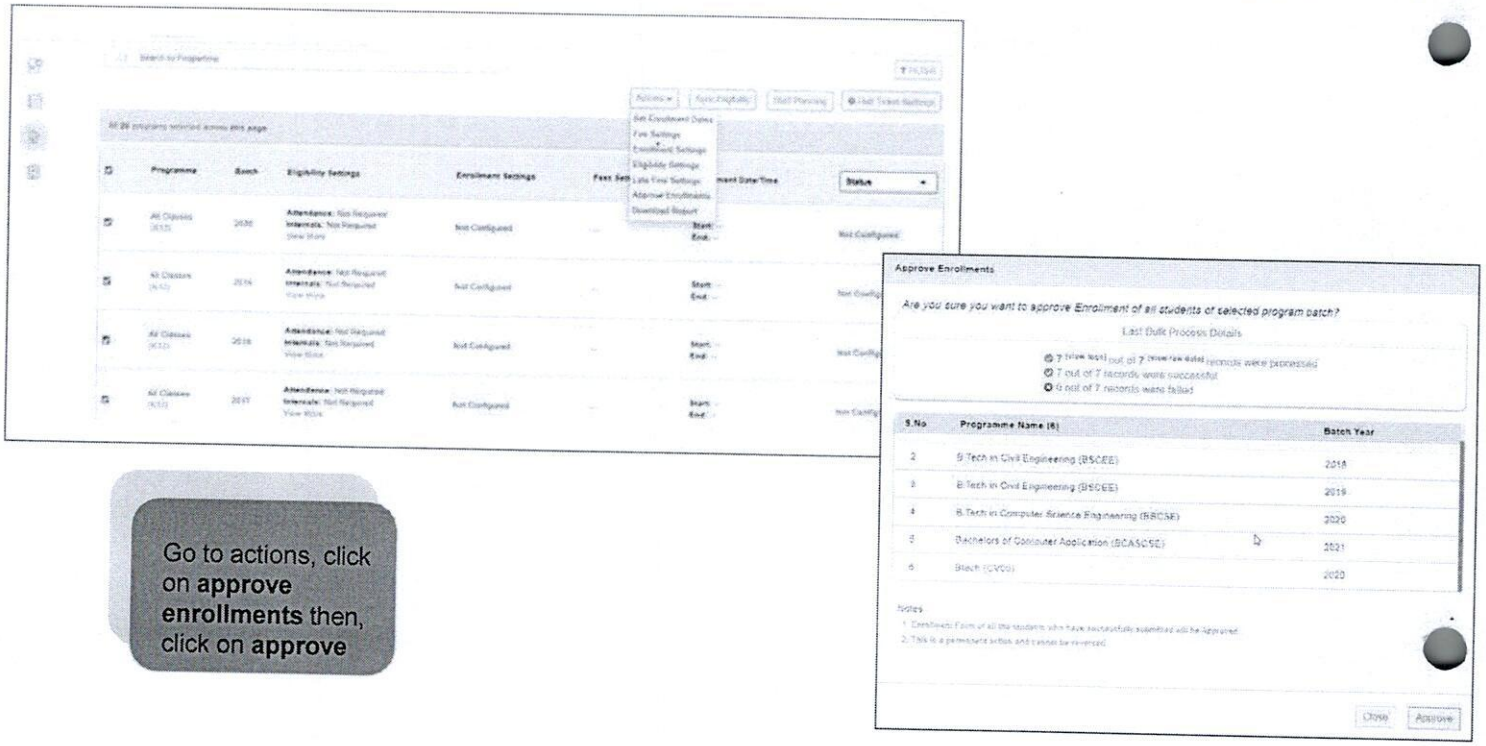
Exam Enrollment - Approve Enrollments



Go to actions, click on **approve enrollments** then, click on **approve**

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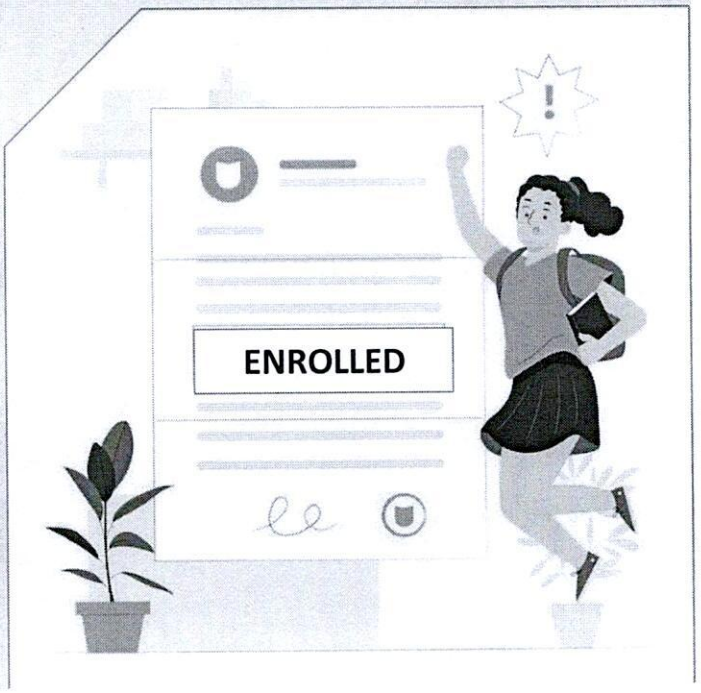
EXAM ENROLLMENT (Student View)



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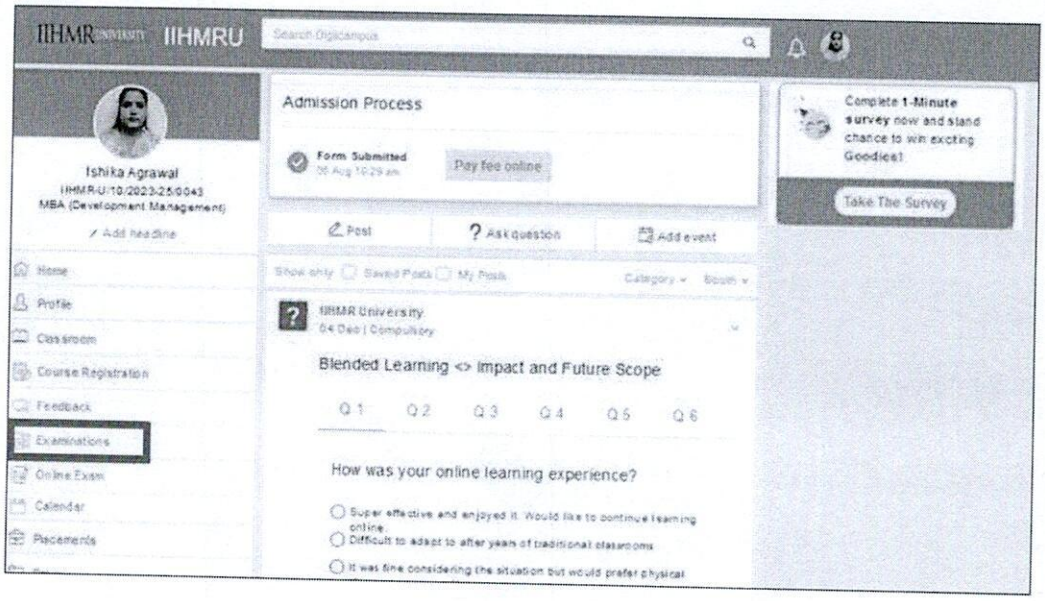
Exam Enrollment Settings - Student Enrollment Window



- Login using **Student account**
- After login student can see the **Examinations module** on the left side of feed page
- After clicking on Examinations system redirect to the enrollment window which is shown in the next slide

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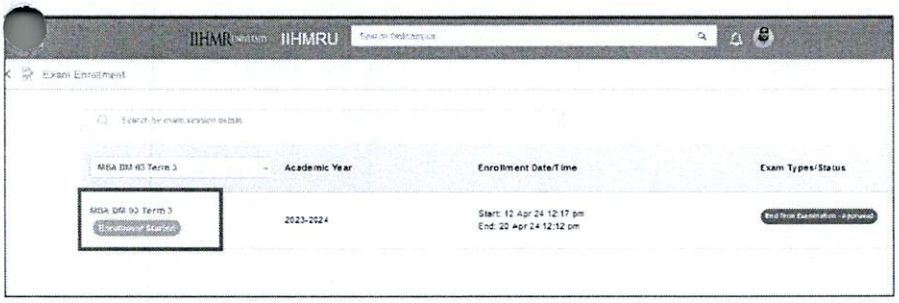
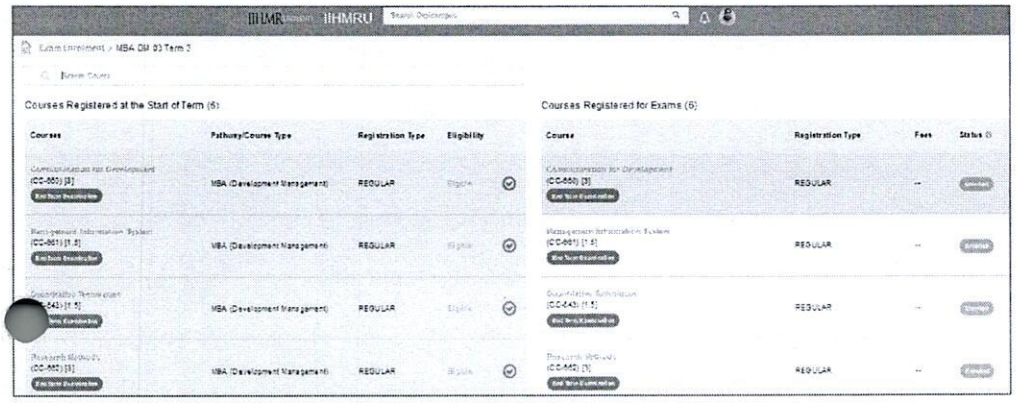
Exam Enrollment Settings - Student Enrollment Window





- Student can see the **Start on & End on date** along with the **late fine date** if configured.
- Student can see the **course list** and **add courses** to the bucket in case of manual registration setting.
- Student has to **declare** the exam form before enrollment.
- After successful completion to enrollment process student can see the **hall ticket/admit card**

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BENEFITS OF USING SMART EXAM ENROLLMENT MANAGEMENT!

- Conduct authentic & reliable examinations
- Save more time, cost & resources
- Easy & quick access of exam details for students
- Paperless & more sustainable way of conducting examinations

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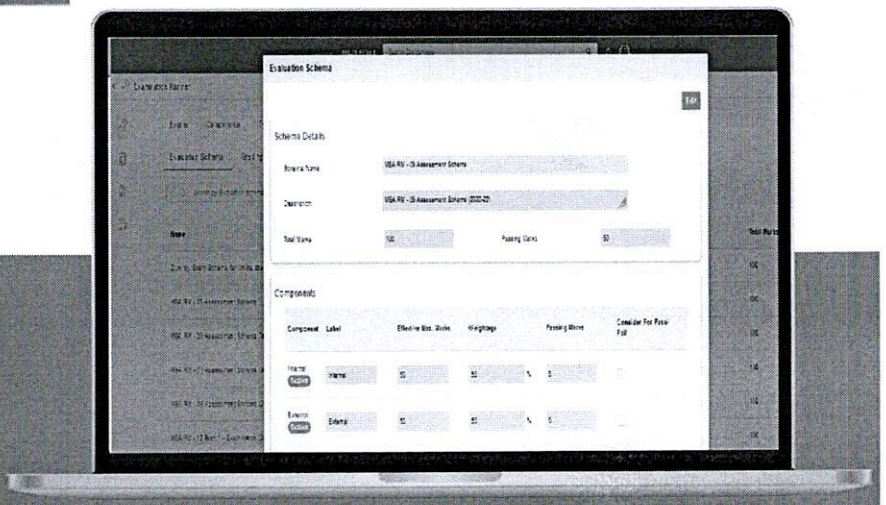
Ex.

IIHMR UNIVERSITY



Smart EMS For Quick & Error Free Result Management

Seamlessly Manage & Evaluate Results At Your Convenience

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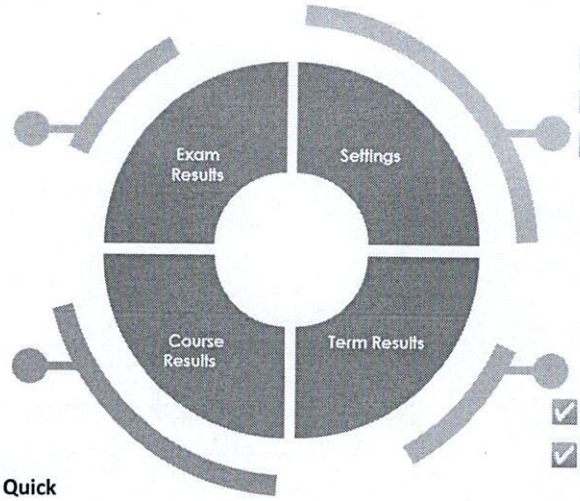
Smart Result Management

Result Management

- ☑ Generate Gradesheet
- ☑ Publish Marks
- ☑ Customized Settings



Settings

- ☑ Assign Evaluator
- ☑ Set Visibility Access
- ☑ Grant Edit Access

Course Results

- ☑ Upload Marks
- ☑ Manage Marks
- ☑ Apply Various Filters For Quick Search

Term Results

- ☑ Configure Gradesheet
- ☑ Generate SGPA?CGPA

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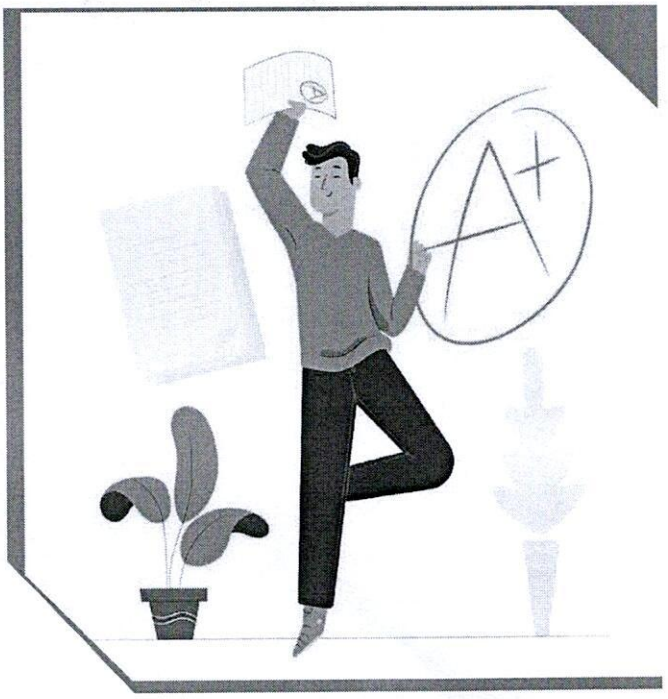
RESULT MANAGEMENT



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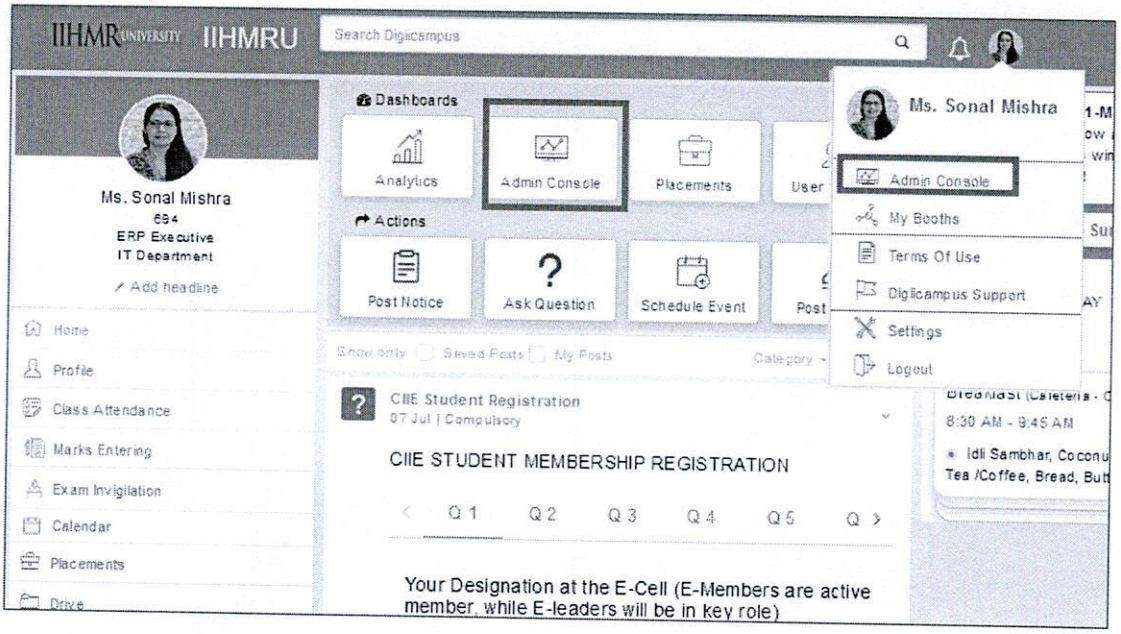
Navigating To Result Management



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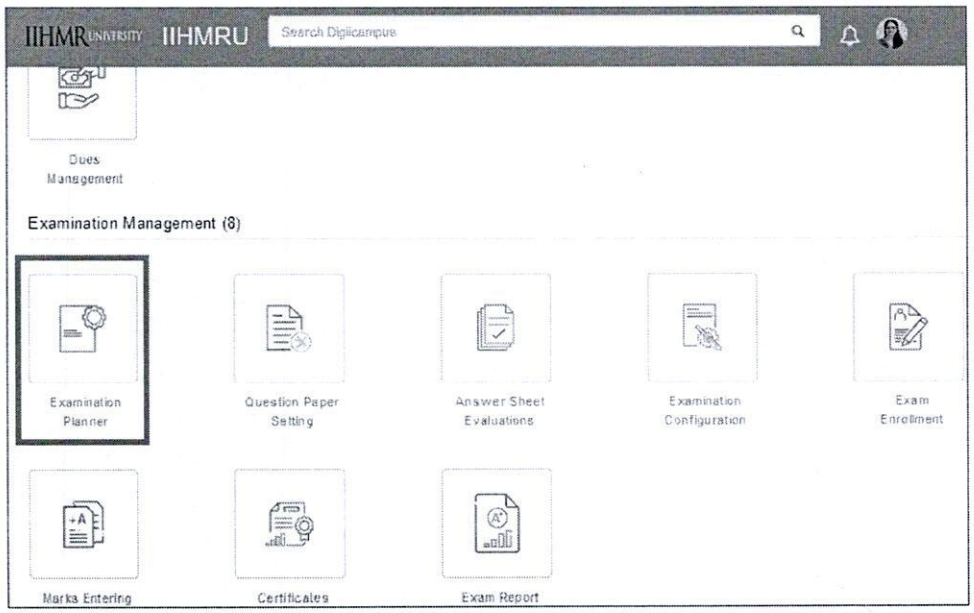
Examination Planner



In the Admin Console, we need to click on **Examination**

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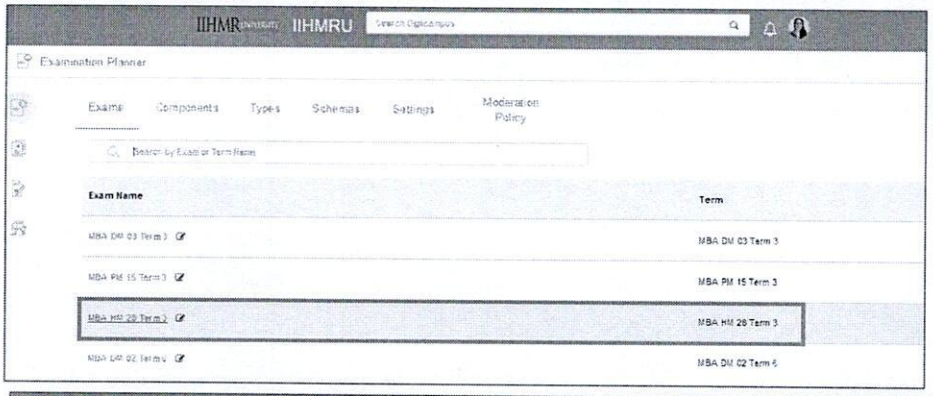
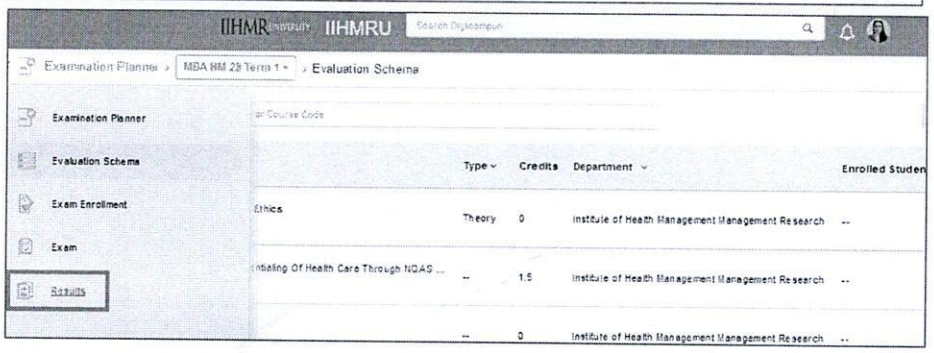
Result Management





- After clicking on **Examination Planner**
- Select the term and hover to the left hand side
- Click on **Results** tab and go to **Access Settings**

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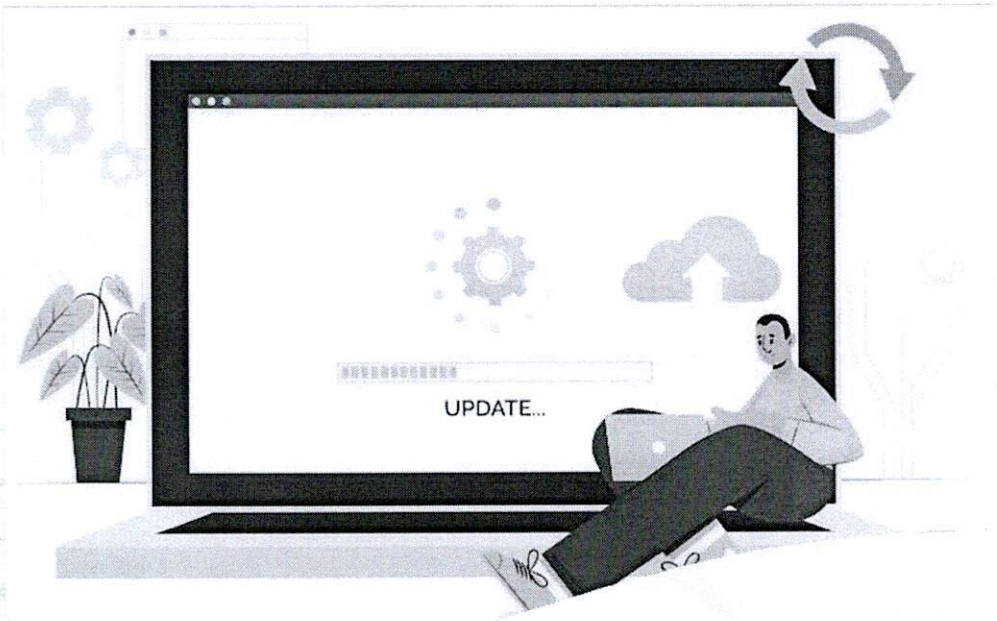
ACCESS SETTINGS



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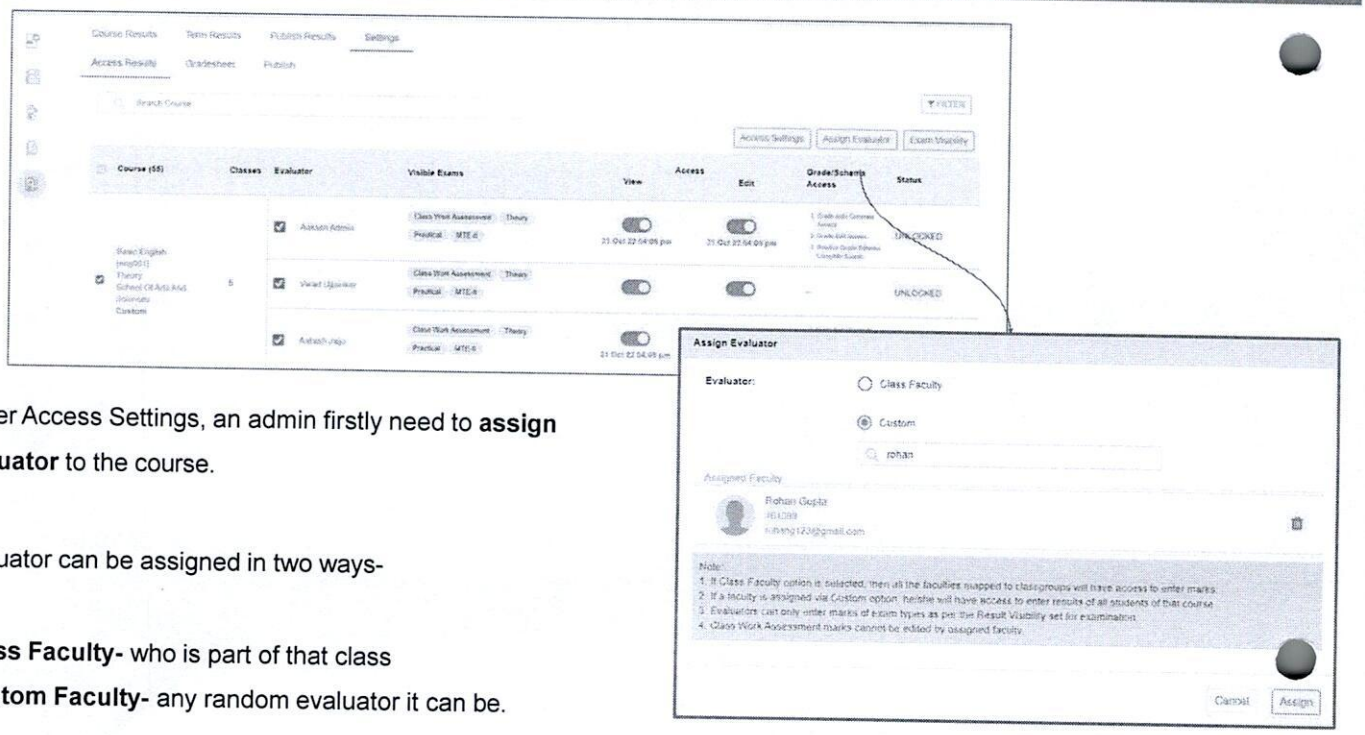
Marks Entering - Access Settings



- Under Access Settings, an admin firstly need to **assign evaluator** to the course.

- Evaluator can be assigned in two ways-

1. **Class Faculty-** who is part of that class
2. **Custom Faculty-** any random evaluator it can be.

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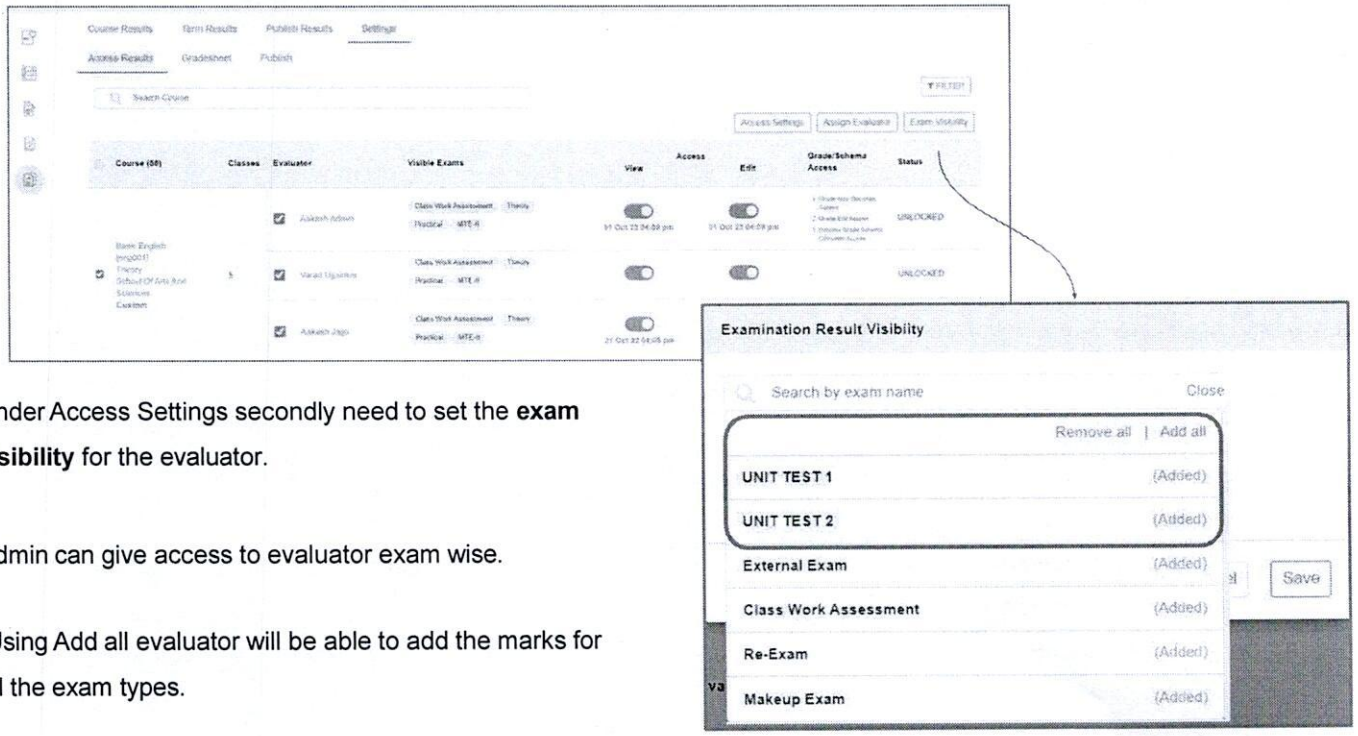
Marks Entering - Access Settings



- Under Access Settings secondly need to set the **exam visibility** for the evaluator.

- Admin can give access to evaluator exam wise.

- Using Add all evaluator will be able to add the marks for all the exam types.

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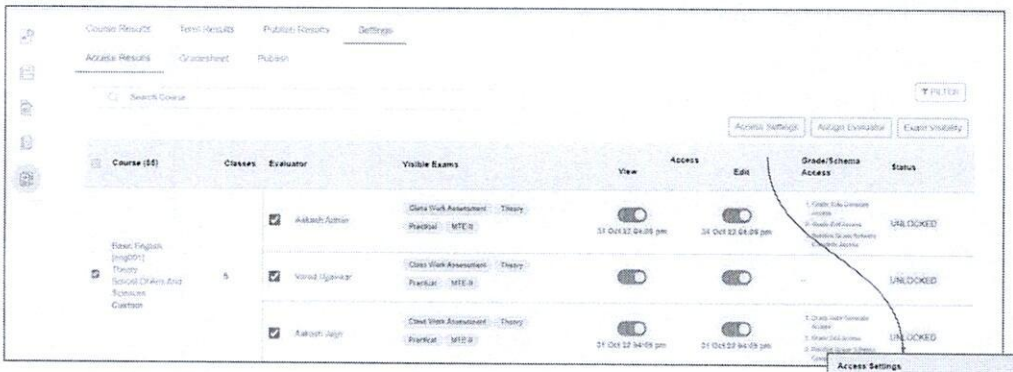
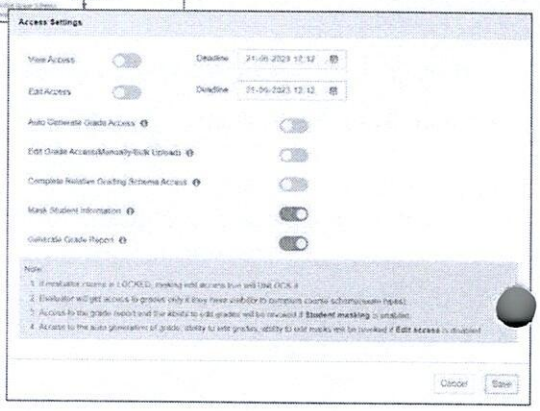
Marks Entering - Access Settings





- Under Access Settings the last step is to give **edit and view access** to evaluator.
- Evaluator with the **View access** along with the defined deadline will be able to view the marks till the due date.
- Evaluator with the **Edit access** along with the defined deadline will be able to edit the marks till the due date.
- Evaluator with the access of **Relative Grading Schema Access** will be able to define the grades by their own.

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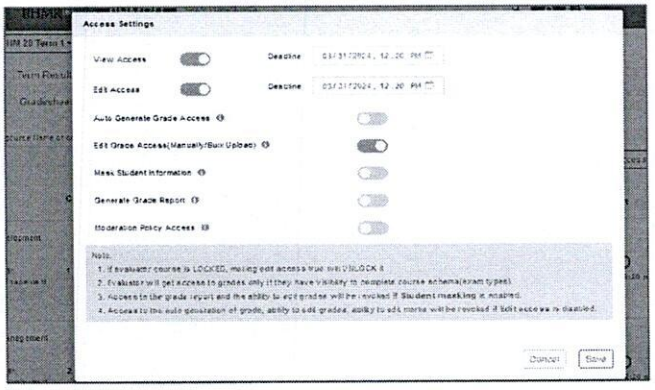
Access Settings - Relative Grading



It refers to the process of allowing the teacher to interpret the results of an evaluation and deciding and assigning grades based on student performance as compared to the others in the class.

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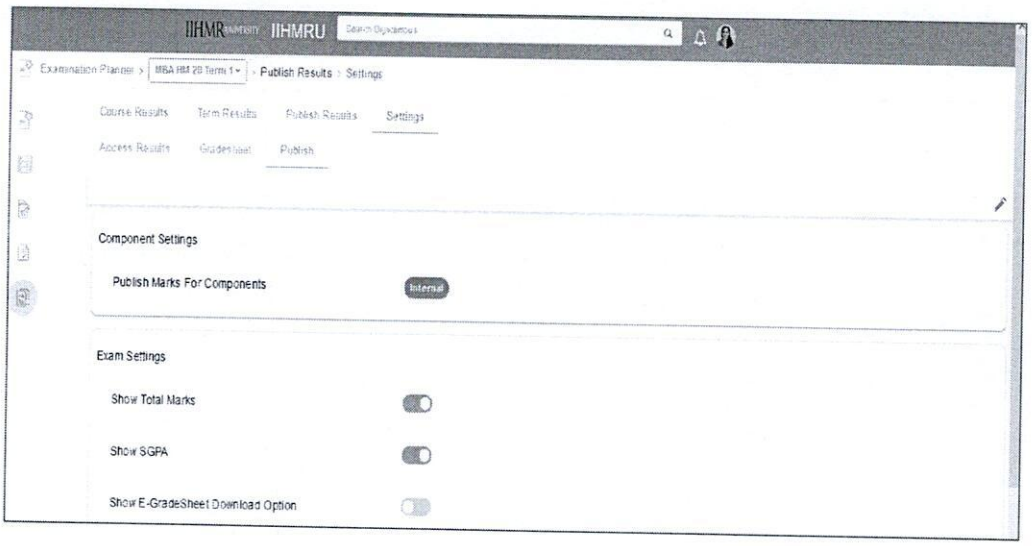
Access Settings - Publish Results



Edit and update the publish results settings from the publish tab under settings

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COURSE RESULTS

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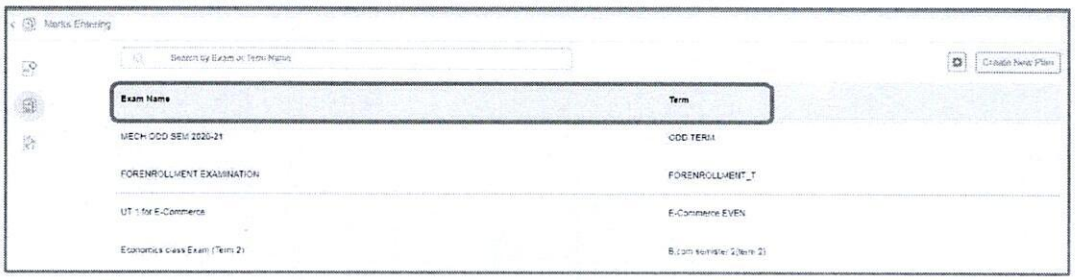
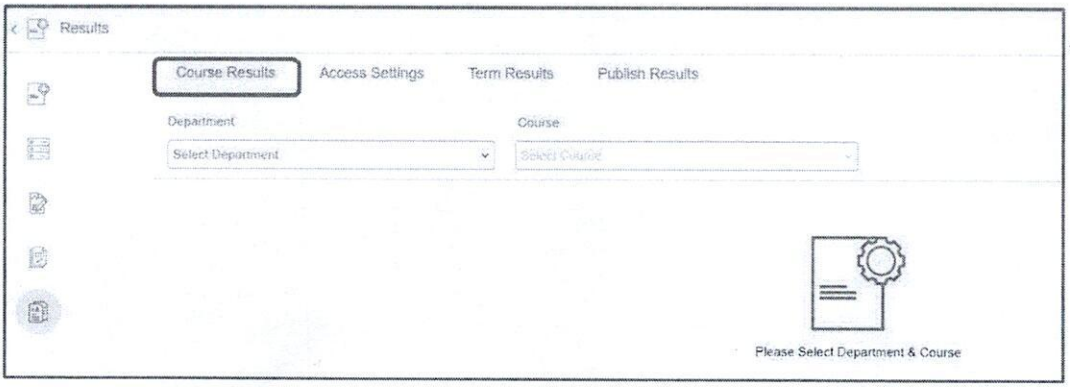
Marks Entering - Course Results





- Select the configured **term** for which marks needs to be uploaded
- After selecting the term this window will appear
- Under **Course Results** select **department and courses** for which we want to upload the marks.

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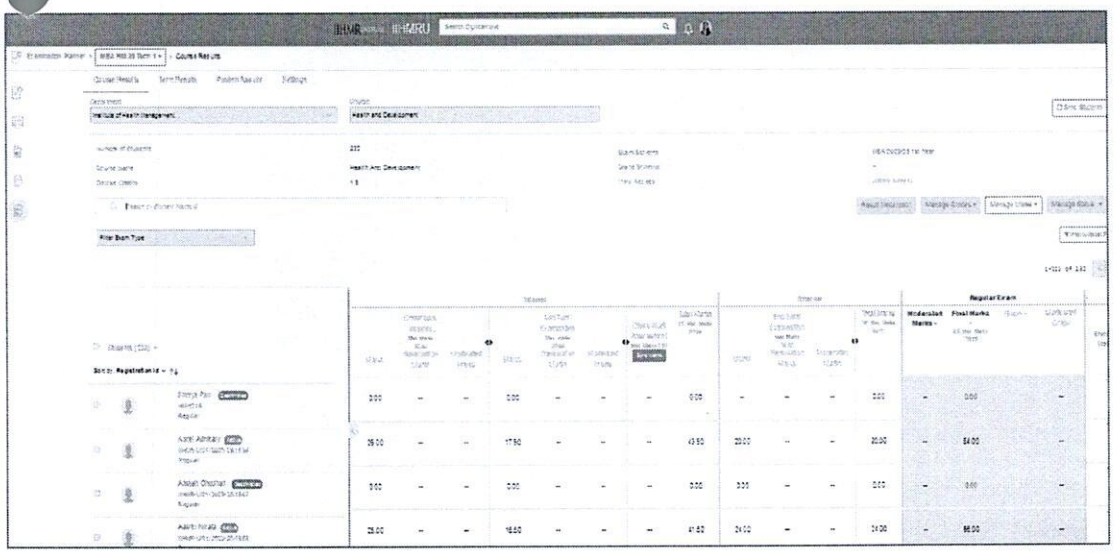
Marks Entering - Course Results



- After applying filter the students of respective **departments & courses** starts appearing
- Faculty can now **manage the marks** for the students with the access settings.
- Faculty can **publish the marks** to students
- Faculty can now edit the marks from their end

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Marks Entering - Course Results

Upload Marks

Add course results by uploading a excel file.

Note:
- Either student registration id or email id should be entered.
- Before updating results, Take a backup via Export as excel.
- If a student is not registered in this course, he/she will get registered and marks will be updated as per excel.

Upload Excel

Not sure how to get started?
Download the Excel template , edit and then upload

Click on bulk upload under manage marks, download the excel file, edit the details & upload it

A2 Amy Cooper

	A	B	C	D	E	F	G	H	I	J	K
1	Name	Student RegistrationId	EmailId	MTE-I	MTE-I Revaluation	MTE-II	MTE-II Revaluation	Class Work Assessment	Theory	Theory Revaluation	Practic
2	Amy Cooper	99887766	amy@gmail.com	10	10	9.8	9.8	48	50	50	
3	Amy Tribbiyani	REG1002	trib@gmail.com	8	8	7	7	45	40	(Ctrl)	
4	Balajii K	19BSC0046	bala@gmail.com	5	5	7	7	40	26	26	
5	Bernadatte Cooper	112233445	cooper@gmail.com	5	5	6	6	30	45	45	
6	Joey Tribbiyani	REG1001	joey@gmail.com	3	3	4	4	37	46	46	
7	John Lowell	1122233	john@gmail.com	7	7	8	8	45	48	48	
8	Joydeep	11222233	joy@gmail.com	8	8	8	8	38	36	36	
9	Penny Cooper	1122333	penny@gmail.com	4	4	7	7	45	48	48	
10	Sheldon cooper	11234455	shelly@gmail.com	10	10	10	10	34	39	39	
11											

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PUBLISH RESULTS

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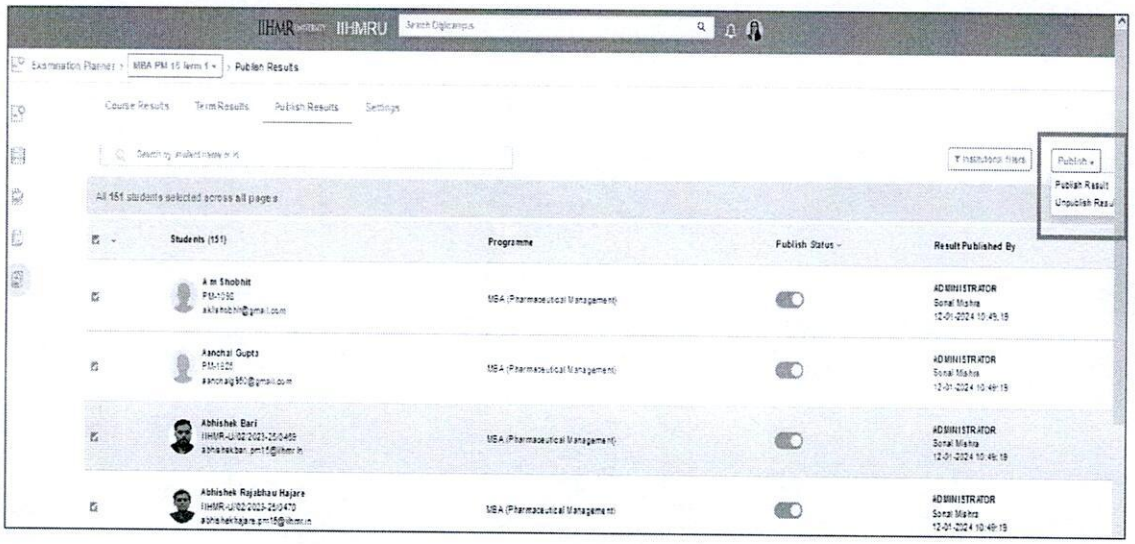
Marks Entering - Publish Results



After Grade sheet generation **marks can be published** to the students

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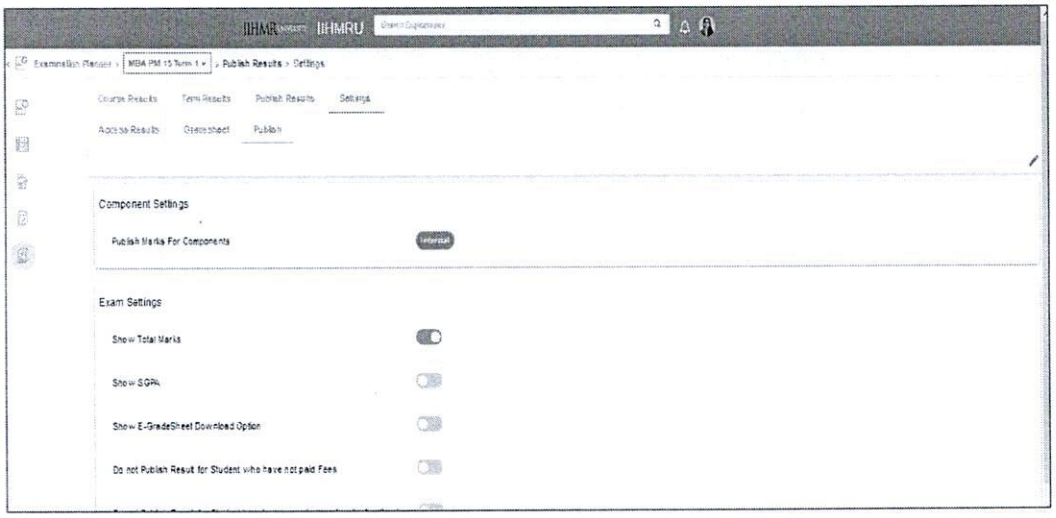
Marks Entering - Publish Results



- **Show total marks-** student can see the total marks of that particular course in profile
- **Show SGPA-** the generated SGPA will be visible at student side if we turn it on
- **Show E-Grade sheet-** students can download the e-grade sheets if we will turn it on
- **Do not publish result for student who have not paid fees-** students with dues won't be able to see the result.
- **Feedback Session-** Results will not be published for students who haven't given feedback for the session selected in settings

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Publish Results - Student View

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Search Digicampus

Ishika Agrawal
1st Year Student

E-portfolio | Official Record | Posts | Academics | Progress Card

Attendance Records | Exam Records

MBA DM 03 Term 1

Component Marks Published

Courses (3)	Enrollment Type	Credits	Marks	Grade
Essentials Of Economics (CC - 641)	Regular	3	81	--
Principles Of Management (CC-602)	Regular	3	74	--
Development Theory, Policies And Programs (CC-654)	Regular	3	75	--
Sustainable Development Goals (CC-655)	Regular	1.5	70	--
Demography And Development (CC-656)	Regular	1.5	86	--
Rural And Urban Society (CC-657)	Regular	1.5	59	--
Development Administration And Local Self Governance (CC-658)	Regular	1.5	64	--

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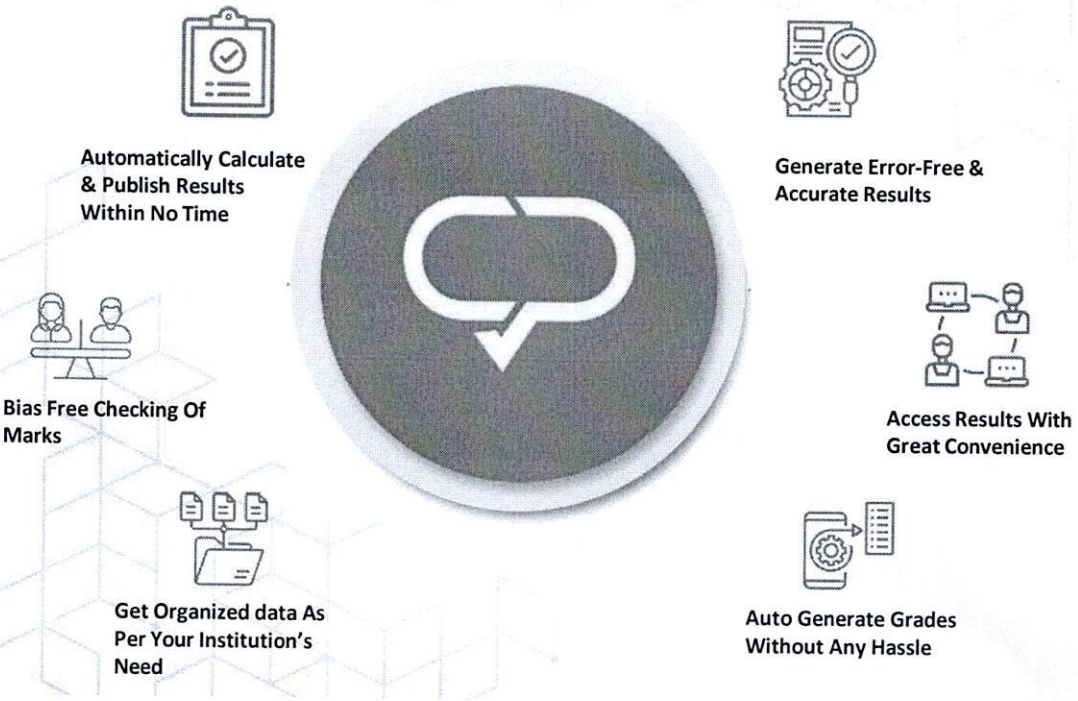
BENEFITS OF USING THE SMART EXAMINATION MANAGEMENT SYSTEM!



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