

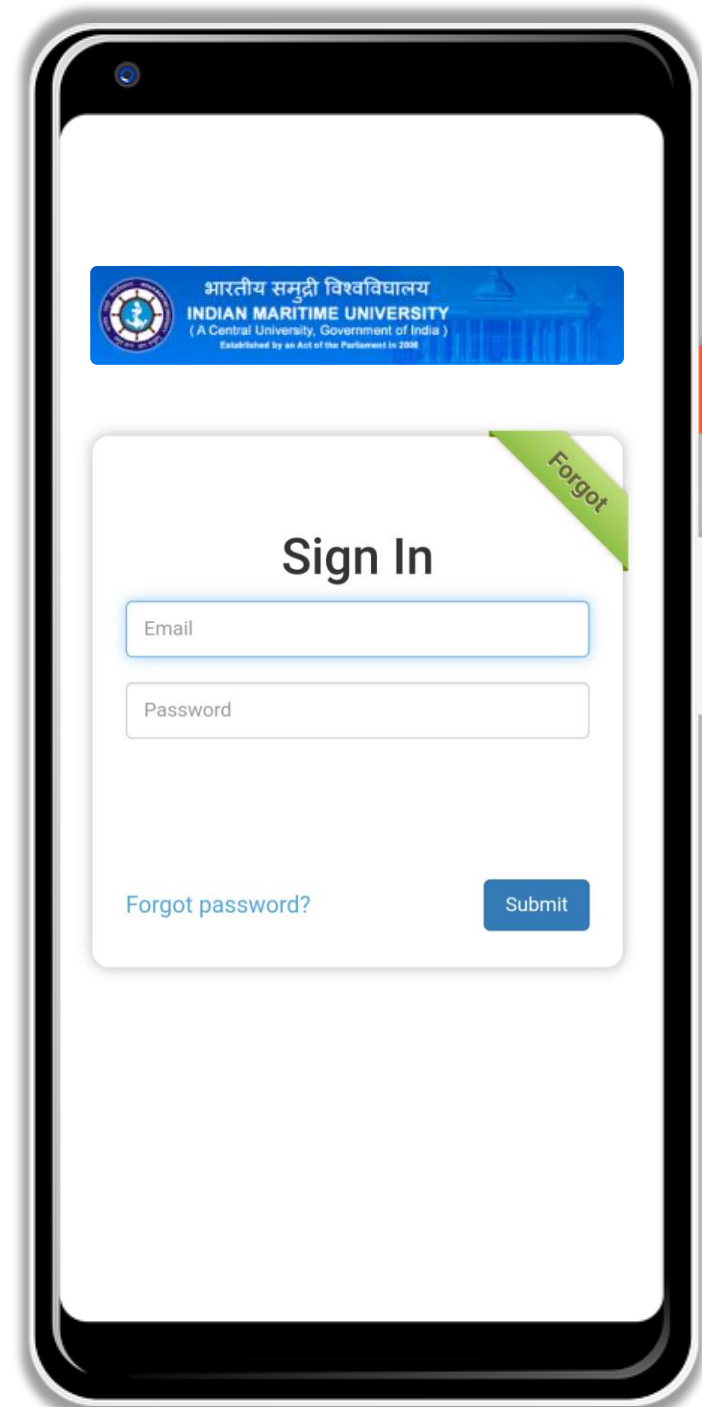


User Manual for Scanning & Uploading of Answer Scripts

**During May/June,
2022 End Semester Examinations.**

How to Scan and Upload after the Exam's end time using a Mobile

Note: Students should
switch-on and login only
after the exam end time



Which combination of OS and browser is supported?



Android Users



Google
Chrome

Version: 80+



Microsoft
Edge

Version: 80+



iOS Users



Apple
Safari

Version: 13.6+

Note: Ensure to update the browser versions to the above mentioned before attempting the test

Question Paper distribution and Instruction for Question wise Scanning & Uploading

- You will receive printed copy of the question paper from Hall Superintendent / Invigilator.
- For each of the descriptive/essay type [short/long] questions, the scan and upload must be separately [i.e, each question and answer wise]. However, for the MCQ (Multiple choice questions) you can take a single photo which captures all the MCQs in the same frame and upload them.
- Please contact the Invigilator for any technical help regarding scanning and they will in turn get in touch with the service provider through Chief Superintendent.

Sample Question Paper

Maximum Marks: 50

Duration: 2 Hours

General Instructions:

- Answer all the questions.
- Answer MCQs on the Question Paper itself and then scan and upload.
- Answer descriptive questions on the answer sheets and then scan and upload.
- Scan and Upload the answers question-wise.

Question 1: Mark the answer of all the following MCQs.

[5 x 2 Marks]

A. Ram and Shyam _____ business partners.

- have
- has
- are
- had

B. She _____ her office by 9 a.m. daily.

- reach
- reaches
- reached
- reaching

C. Rahul and his friends _____ also invited to the party.

- is
- was
- had
- were

D. Neither you nor your sister should _____ to them.

- talk
- talks
- talked
- talking

E. Twenty years _____ the minimum age to fill this form.

- are
- is
- has
- have

Question 2: Some people believe the aim of university education is to help graduates get better jobs. Others believe there are much wider benefits of university education for both individuals and society. Discuss both views and give your opinion. [10 Marks]

Question 3: Education is not a luxury, but a basic human right and as such should be free for everyone irrespective of personal wealth. Do you agree or disagree? [10 Marks]

Question 4: Formal examinations are the only effective way to assess a student's performance. Continual assessment such as coursework and projects are not a satisfactory way to do this. To what extent do you agree or disagree with this statement? [10 Marks]

Question 5: Some people think that children's free time must include educational activities otherwise they will waste their time. What is your opinion? [10 Marks]

End of the Question Paper

Step 01

Visit the **Login Page** in a supported browser according to your operating system

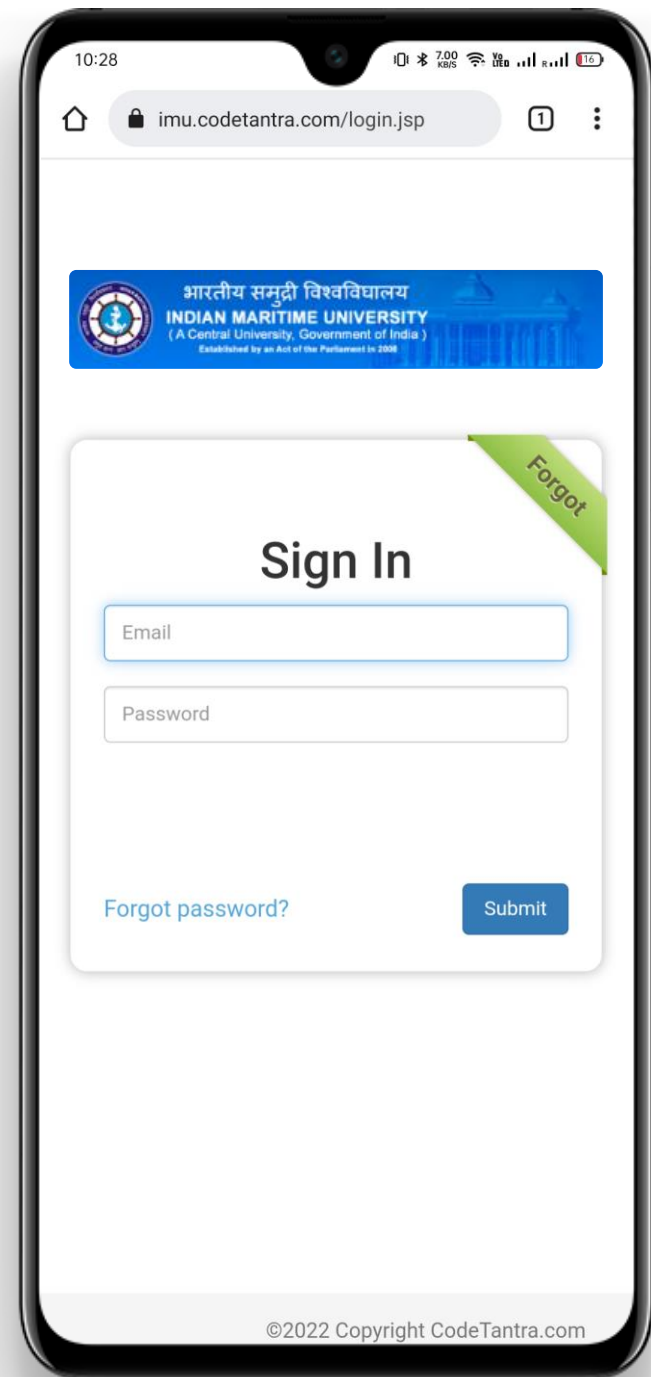
<https://imu.codetantra.com/login.jsp>

Supported Combination

Android + Chrome

Or

iOS + Safari

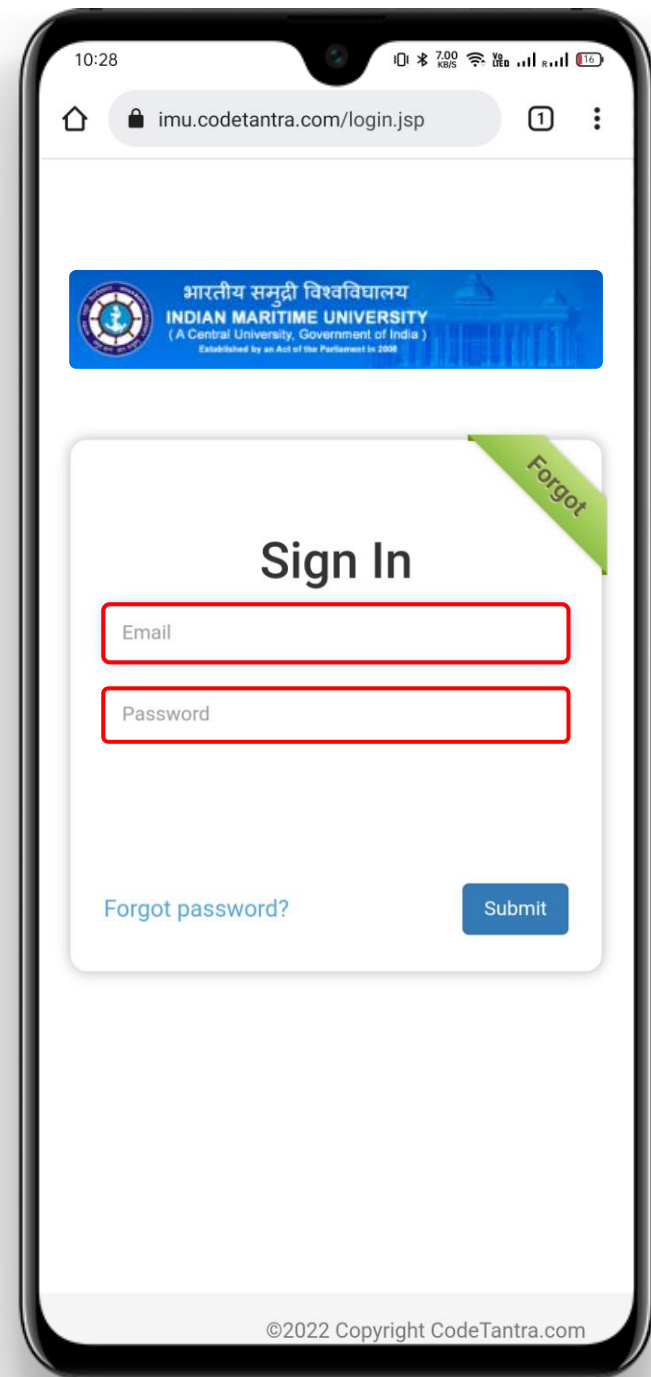


Step 02

Enter your **email-id** and **password** in the respective box and then click on **Submit**.

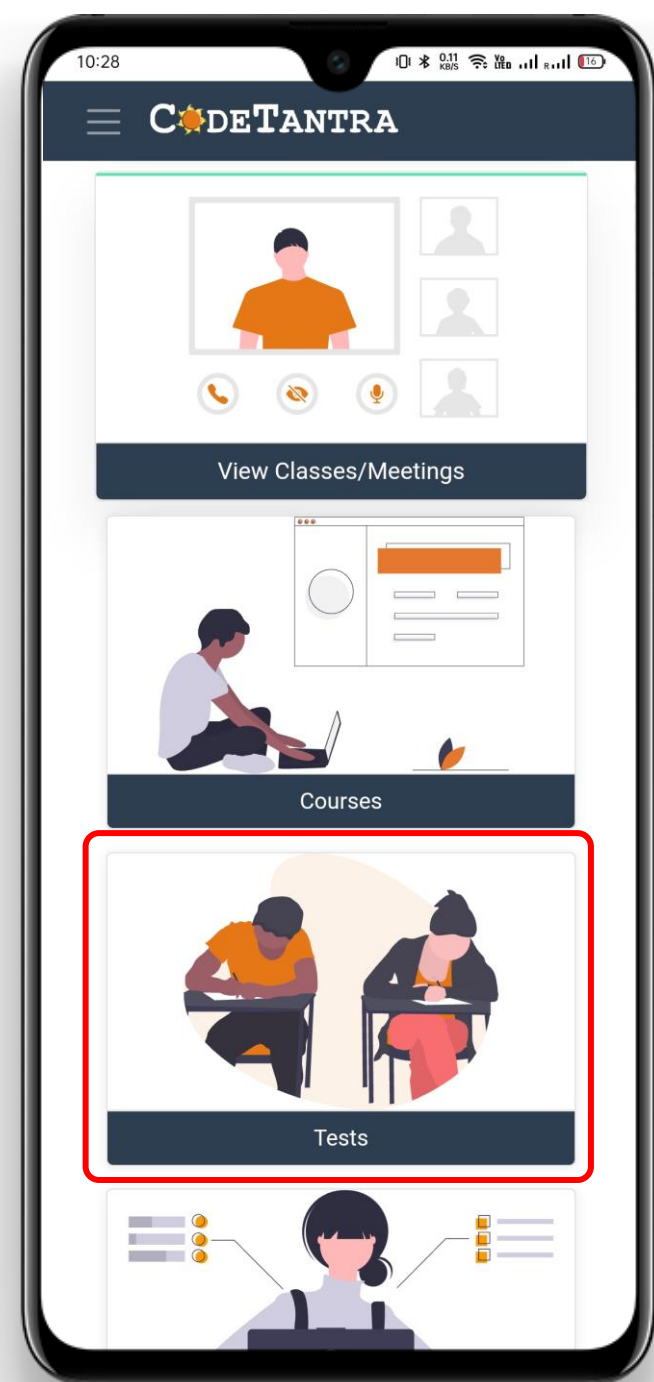
[**Note:** This password should have been set by you on receipt of OTP from Code Tantra which was already sent to you well in advance. In case if you did not set password when you read this manual, then kindly visit the same login page as given above and set your password to avoid issues]

In case you forget password, use **forget** option to reset password using your registered email-id.



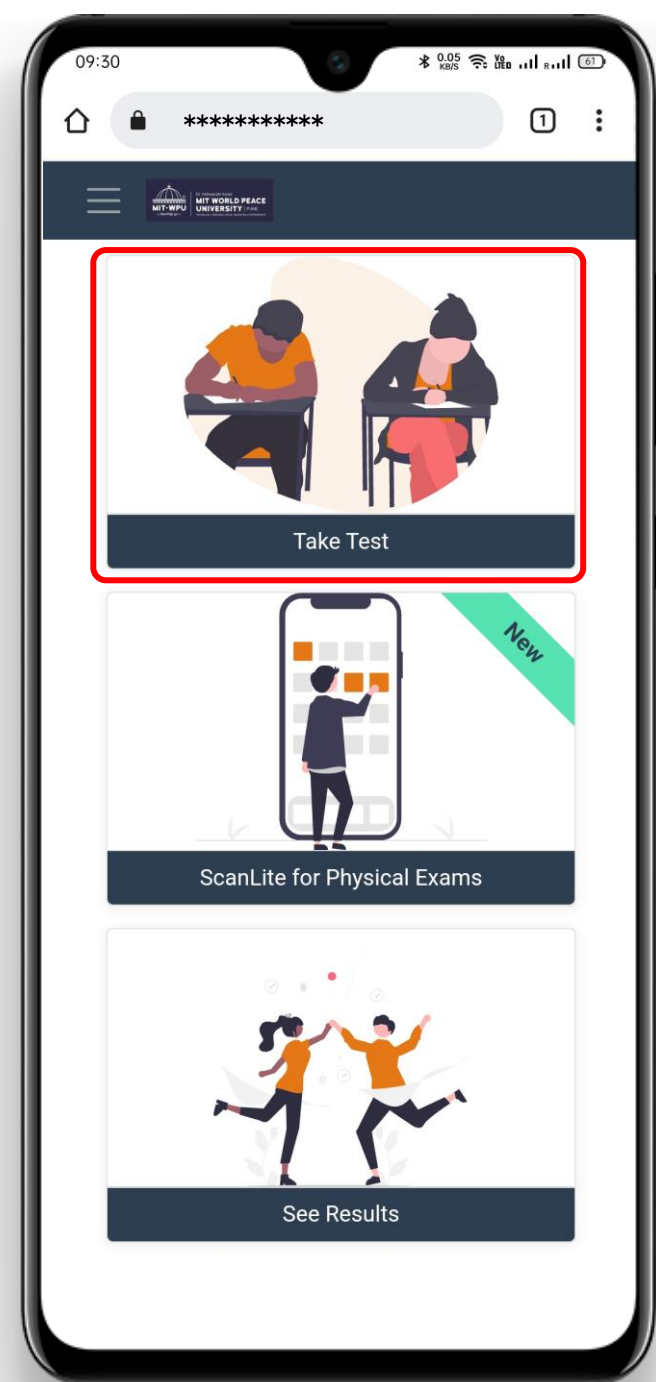
Step 03

Click on **Tests** card available on the home page



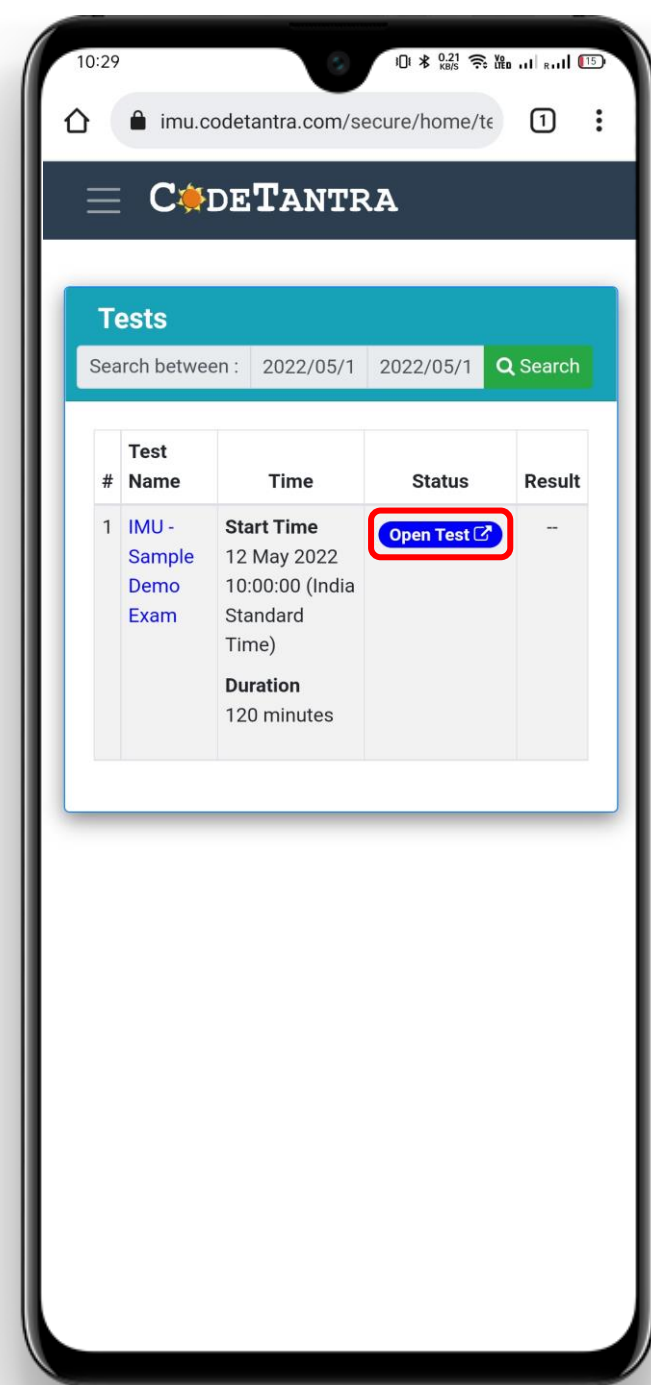
Step 04

Click on **Take Test** card.



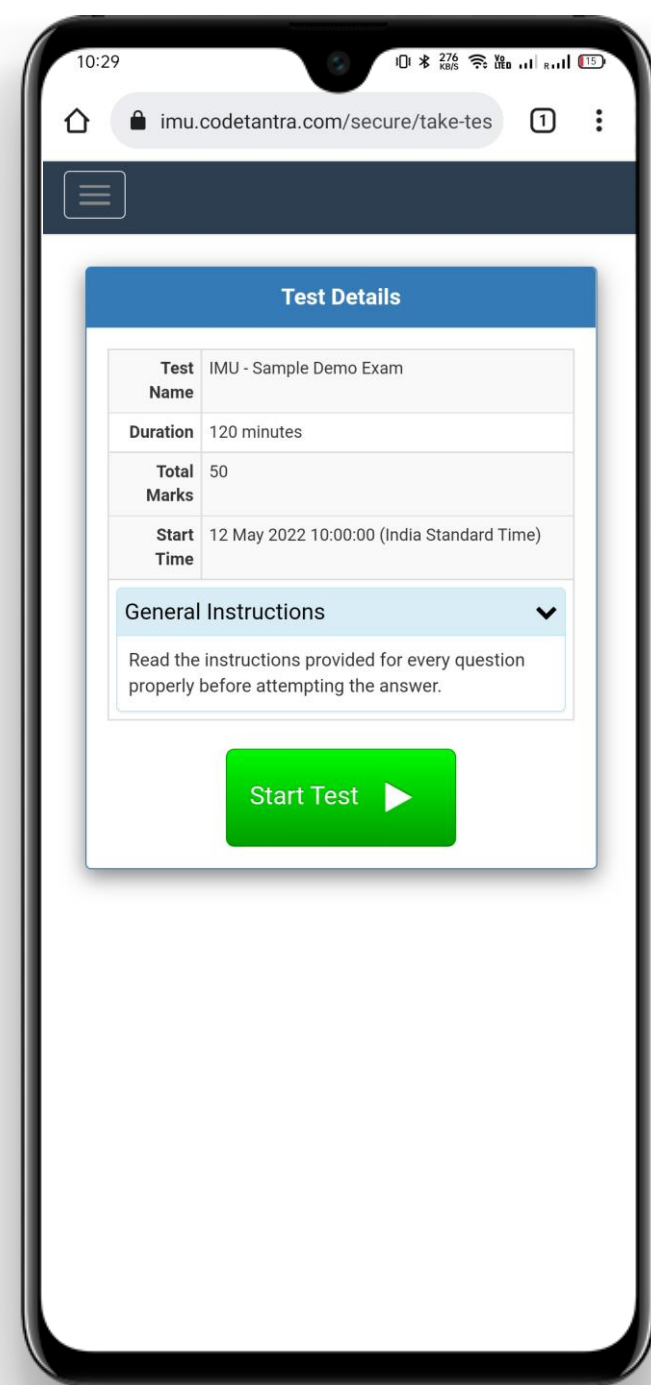
Step 05

Select **Open Test** button against your applicable test.



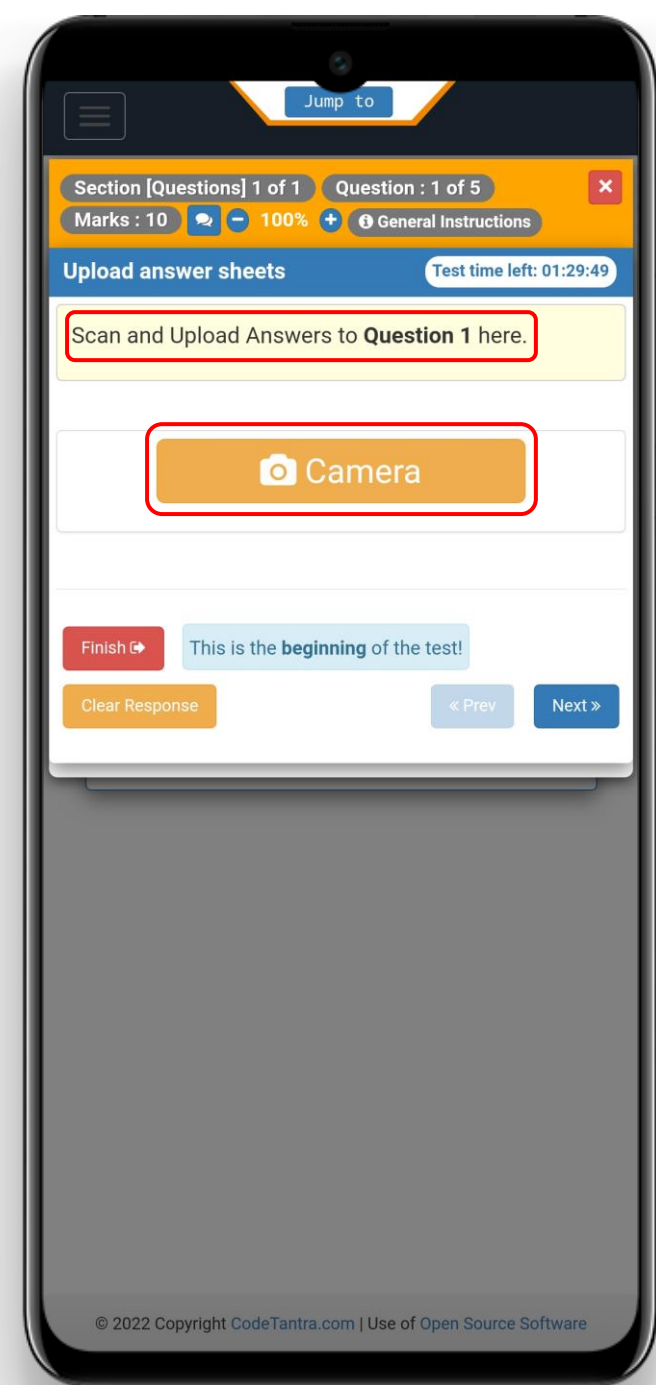
Step 06

Click on the Start Test button and proceed to scanning the answer sheets.

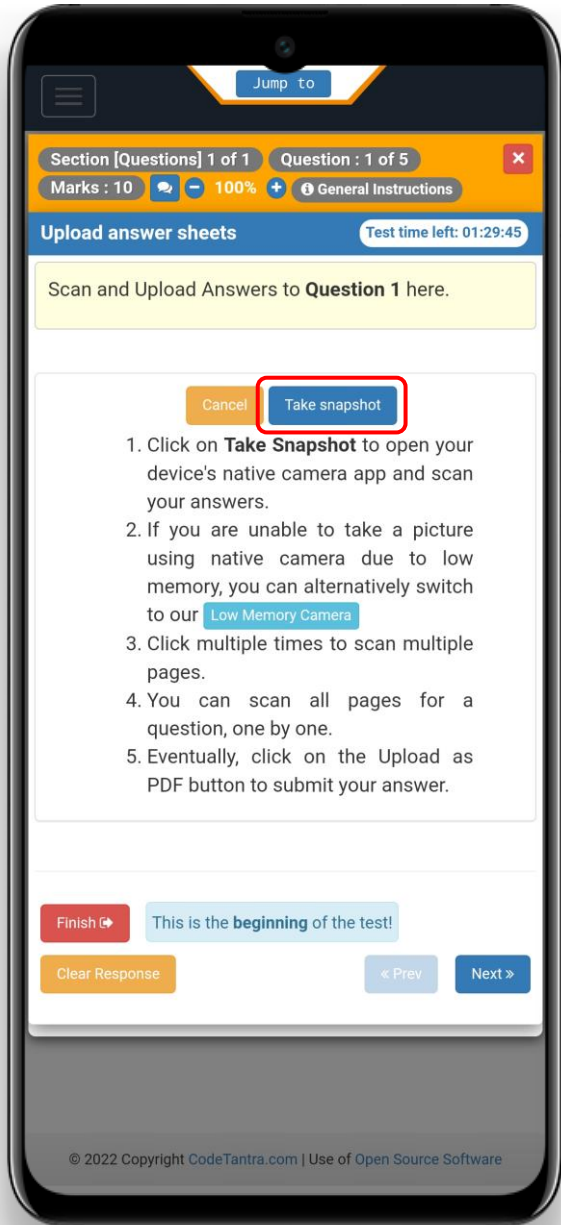


Step 07

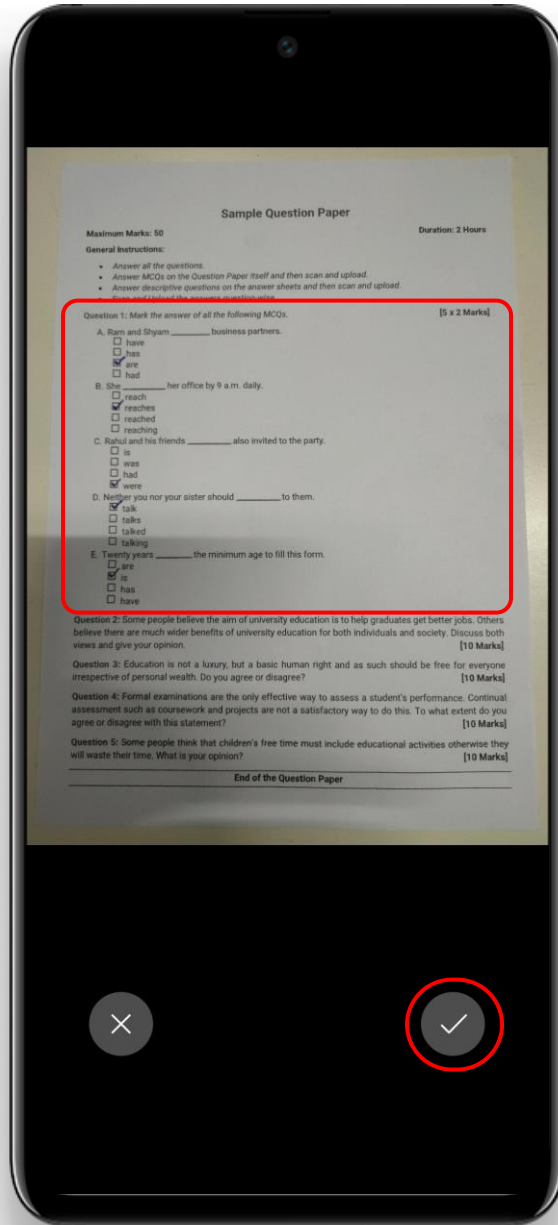
At this point, be ready to scan and upload your answer by clicking on the **Camera** button.



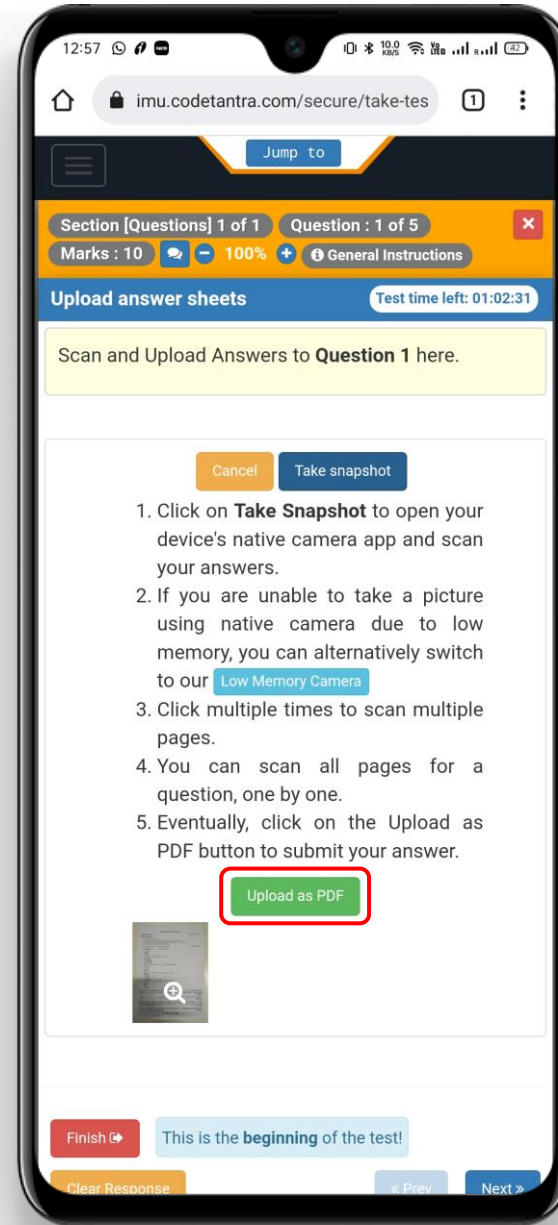
Click on Take Snapshot



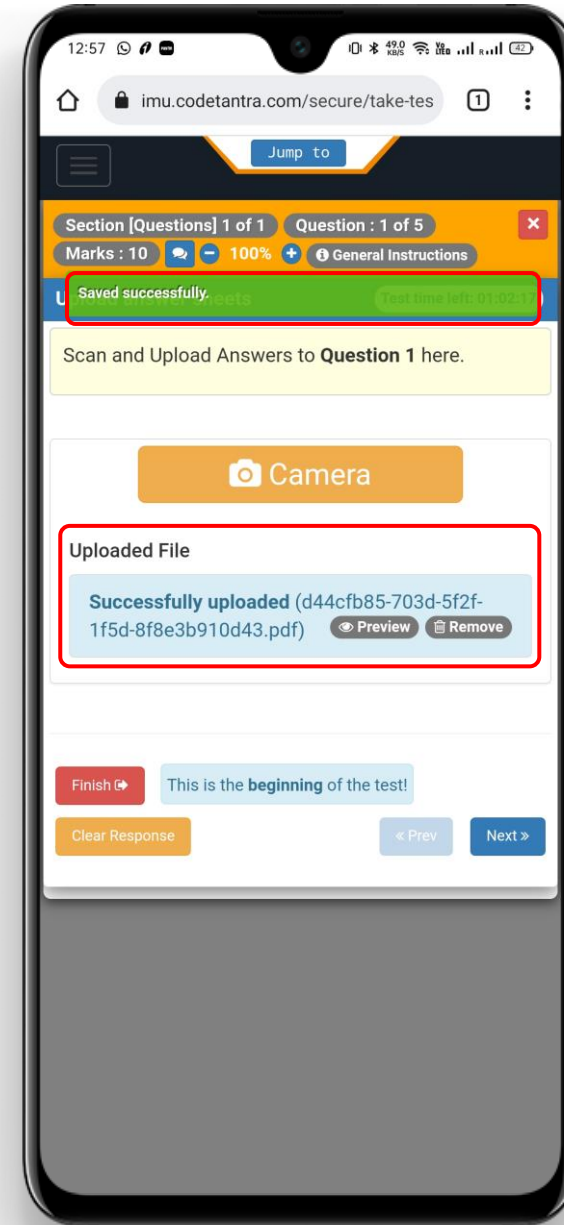
Capture the Image



Click on Upload as PDF



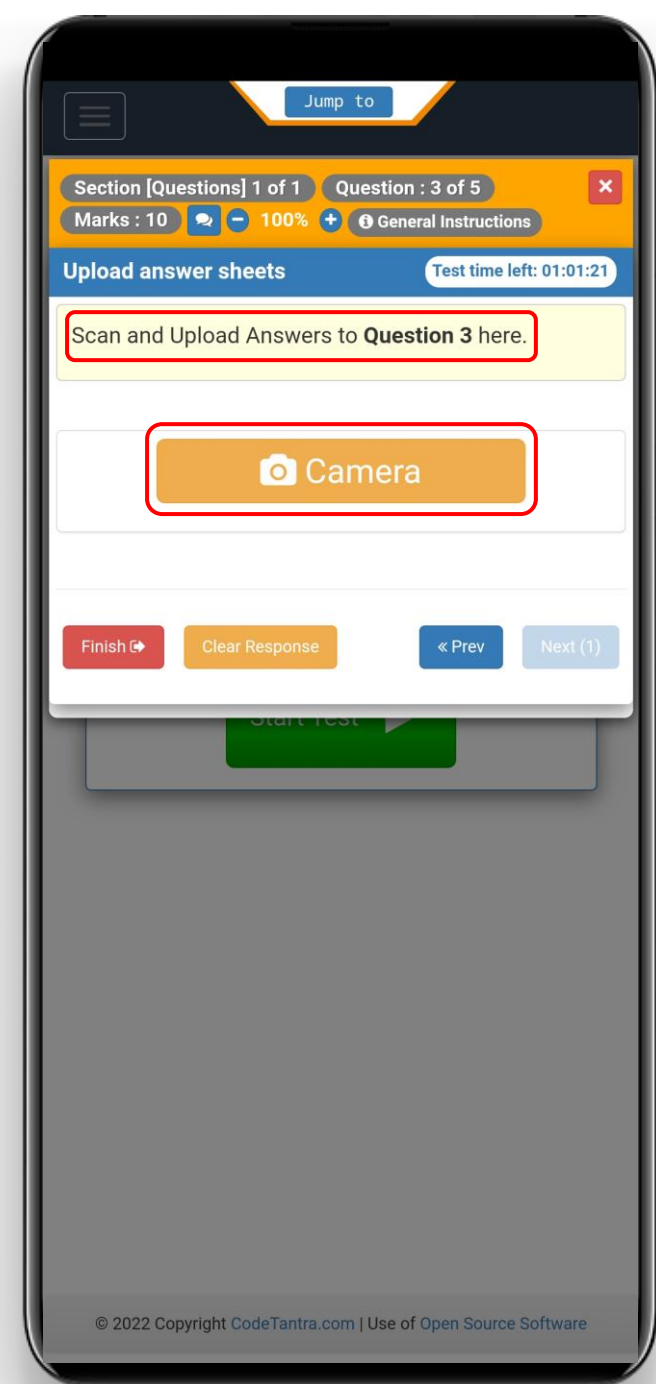
Successful Upload confirmation message



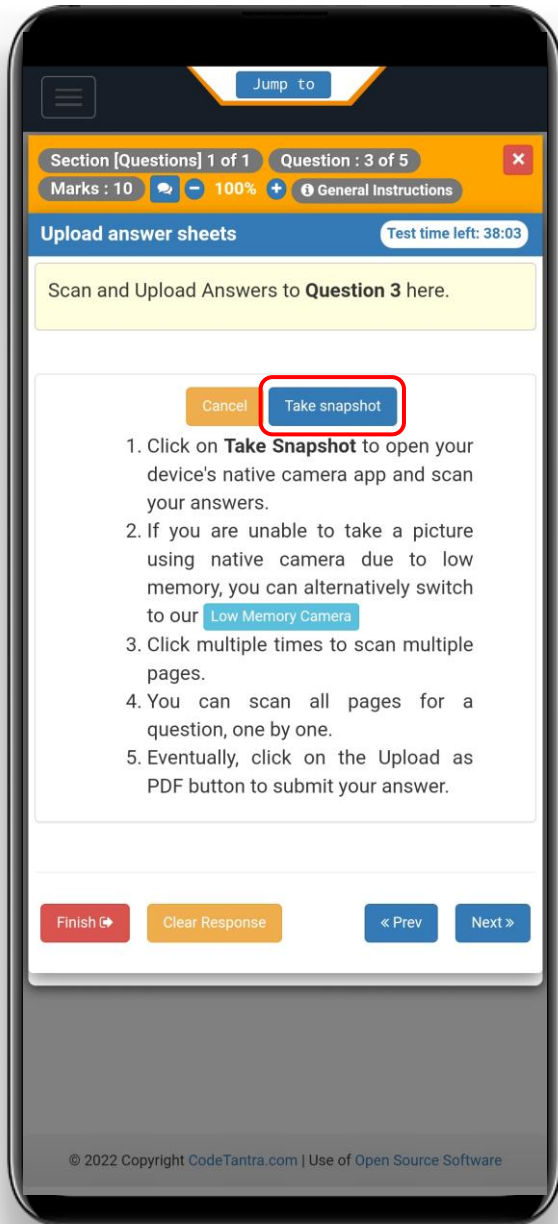
Step 08

Go to the next question (let us say, **Question 3**), and locate the answer in the answer sheet, and then scan and upload.

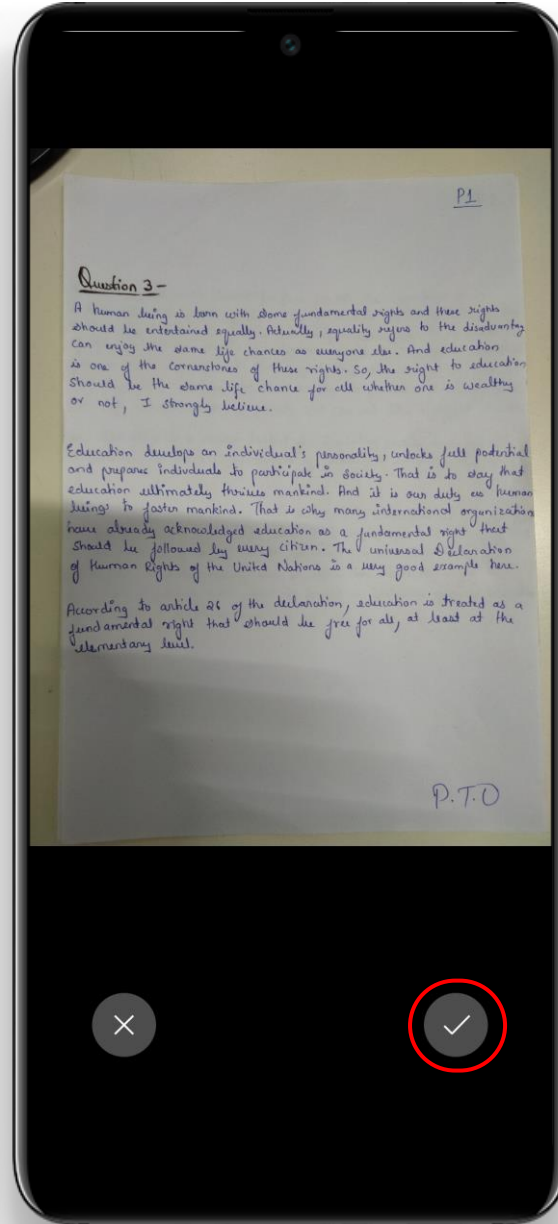
For example: We are going to upload 2 pages of answers for **Questions 3**.



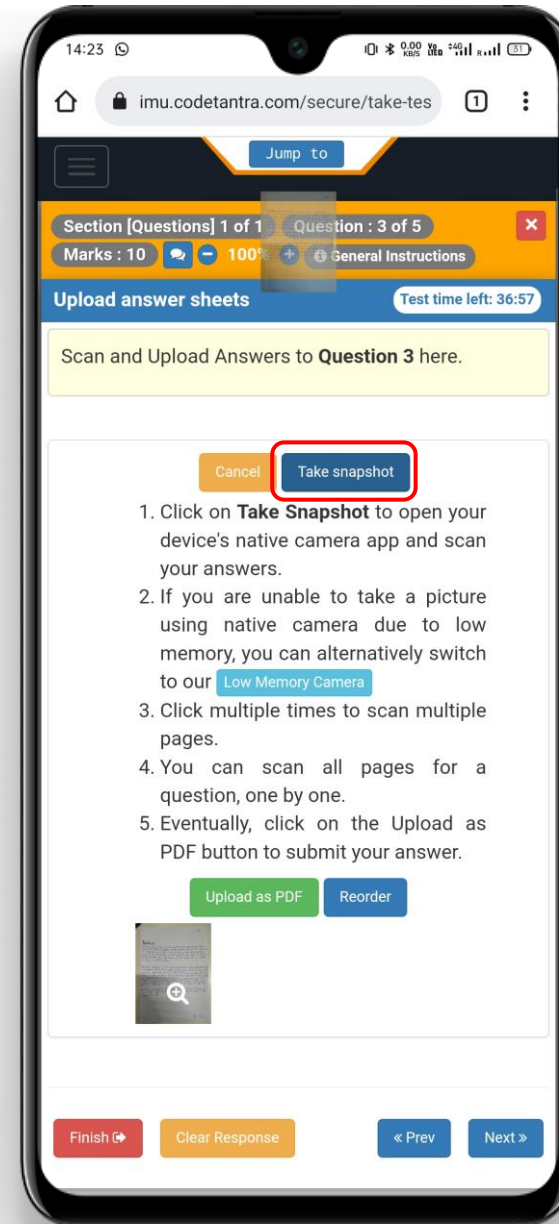
Click on Take Snapshot



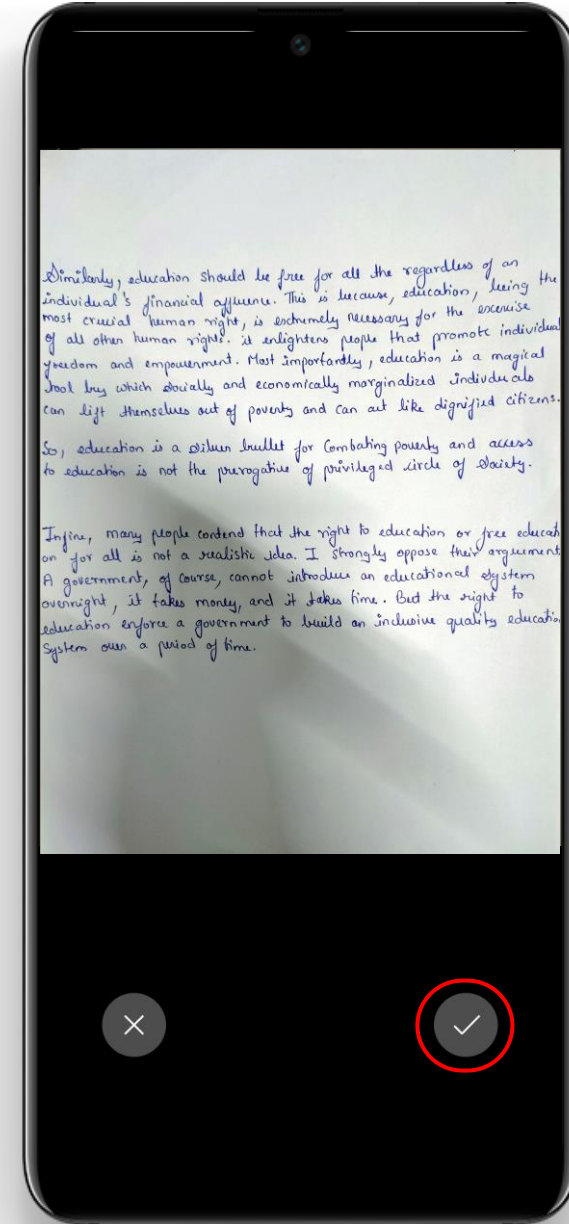
Capture 1st Image



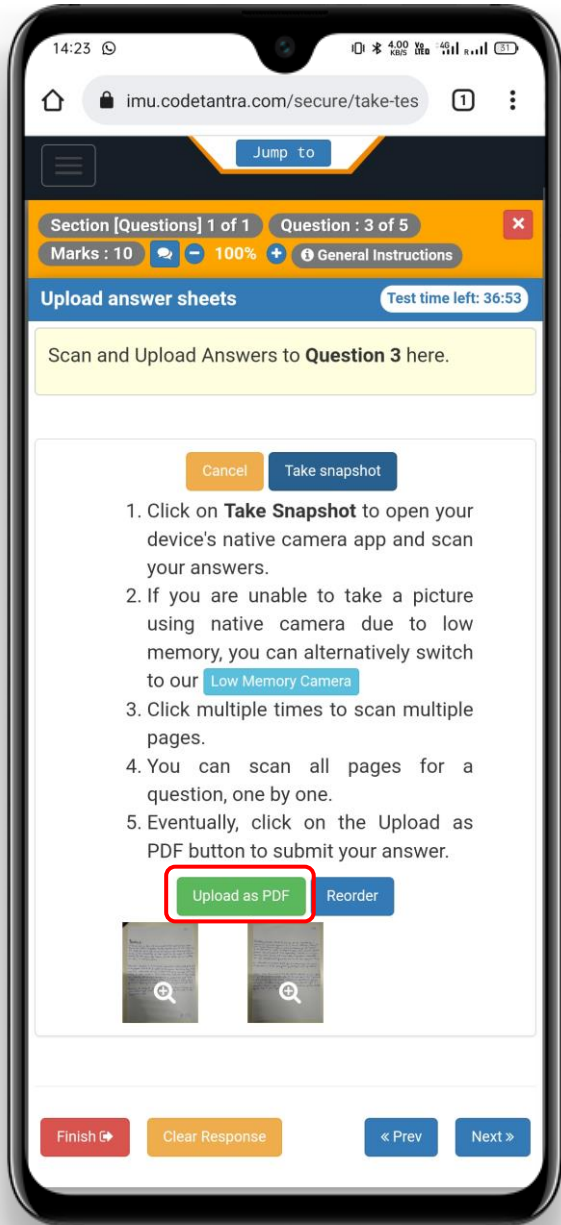
Click on Take Snapshot again



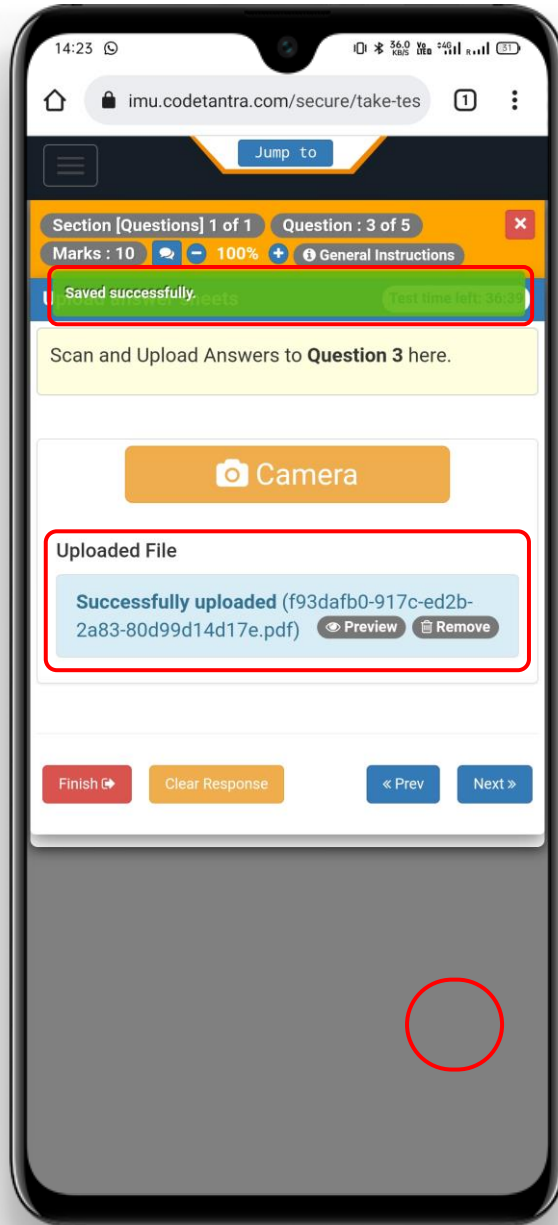
Capture 2nd Image



Click on Upload as PDF



Successful Upload confirmation message





Words of Caution

- ✓ Students are supposed to upload the answer written page(s)/image(s) [i.e, either single page answer or multiple page answers] of each question against respective question numbers. However, all MCQ type question-answers are to be uploaded against a single option/question number.
- ✓ Do NOT scan and upload your filled in TOP SHEET of Answer Scripts which has your name, register number & other personal identities, etc.
- ✓ Also, Do NOT write your name and register number (or) any other identity in any other pages where you write your answers. Failing which, your answer sheet will NOT be considered for evaluation.

All the Best for your exam...