

## **Bishop Westcott Boys' School, Namkum**

### **Steps to Upload the Answer Sheet(PDF) for Students of Classes 9 to 12.**

Students are requested to follow the steps given to you very carefully while giving the Online Test.

#### **Steps to Start the Test**

- 1. Go to ParentsAlarm App E-Content**
- 2. Click on the PDF(Question Paper )**
- 3. Once you get the question paper, First 15 minutes are to be spent in reading the question paper and then start writing.**
- 4. Time for uploading the answer sheets : 30 Minutes after finishing time. (for Class 9, 10, 11 and 12)**

**Timing for uploading the answer sheet in pdf format.**

<b>Classes</b>	<b>First Sitting</b>	<b>Second Sitting</b>
<b>Class 9</b>	<b>11:45 a.m to 12:15 p.m</b>	<b>3:15 p.m to 3.45 p.m</b>
<b>Class 10</b>	<b>12:30 p.m to 1.00 p.m</b>	<b>- NA -</b>
<b>Class 11</b>	<b>11:45 a.m to 12:15 p.m</b>	<b>- NA -</b>
<b>Class 12</b>	<b>1:00 p.m to 1.30 p.m</b>	<b>- NA -</b>

**Once you complete answering, click the picture of the answers and convert your images into PDF:**

- 1. Click pictures of Answer on Mobile.**
- 2. Open Doc Scanner**
- 3. Click on Images Icon**
- 4. Select images > click DONE**
- 5. Imported Successfully - Crop filters**
- 6. Select Manually > Continue**
- 7. Crop the images properly > Click on Tick mark**
- 8. After cropping, continue clicking on Tick mark till the last page**
- 9. Click again on Tick mark**
- 10. Click on Open PDF >Select Create PDF for entire document > Click on Save**

**P.T.O**

Contd...P/2

11. Select save as PDF > Select
12. Type short file name, Eg. EnglishTestPaper.pdf > Saved successfully > Close
13. Click on Open with > Open your file with pdf reader or Word> Click on Save As
14. Select this Device > Document > Type file name (Save format as given earlier) > Save

Once the PDF is ready, follow the given steps to upload the PDF.

**Step 1:** Go to Google Chrome in your device (Mobile or Laptop).

**Step 2:** Type [www.parentsalarmapp.com](http://www.parentsalarmapp.com) in address bar. (Please do not use your Parentsalarm mobile App while uploading your Answer(PDF)).

**Step 3:** Click on Online Test > Click on [Start Test](#) to upload your answer.

**Step 4:** Click on +Add & Save File and select your PDF.

**Step 5:** Kindly wait when uploading is in process. Once the uploading is done then click on Submit button.

**Note:**

1. Please pay importance to Step 2. Even though all of you have parents alarm app downloaded on your phone, you must type [www.parentsalarmapp.com](http://www.parentsalarmapp.com) in address bar to have access to the page to upload.
2. When you click images of the answer on your phone, please make sure they are clear and not hazy, before you begin creating the PDF.
3. Make sure you upload the PDF of your answer script within the time limit given for uploading. If you try to upload after the given time, your PDF will not be accepted.
4. Please remember uploading of file takes time so keep enough time in hand for uploading.

\*\*\*Best of Luck\*\*\*