

**Bishop Westcott Boys' School, Namkum**

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**Instruction for giving Half yearly/ 1<sup>st</sup> Pre Board Examination and also for uploading the Answer Sheet(PDF) for Classes 9 to 12.**

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**Students are requested to follow the steps given below 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 for Class 9, 10, 11 and 12

Timing for uploading the answer sheet in pdf format.

<b><u>Classes</u></b>	<b><u>Timing</u></b>
Class 9 (EXCEPT MATHS AND HINDI)	11:50 a.m to 12:20 p.m
Class 9 (MATHS AND HINDI ONLY)	Maths → 12:20 p.m to 12:40p.m Hindi → 12:50 p.m to 01:20 p.m
Class 10 (EXCEPT MATHS, HINDI/BENGALI)	12:10 p.m to 12.30 p.m
Class 10 (MATHS, HINDI/BENGALI)	12:40 p.m to 01:00 p.m
Class 11	01:15 p.m to 01:45 p.m
Class 12	12:55 p.m to 1.25 p.m

**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.
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 <http://parentsalarmapp.com/> in address bar. (Please do not use your Parentsalarm mobile App for 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 <http://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 keep your PDF file of less size, as uploading of file takes time depending upon your network speed and also keep enough time in hand for uploading.
5. In case you not able to upload your PDF file due to network issue then kindly mail your PDF in the given time to below email address. By giving following details such as Your Name, Class and section, Roll No, and Subject.

**Email :** [bwbsstudents@gmail.com](mailto:bwbsstudents@gmail.com)

6. Please use single device for giving online examination.

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