

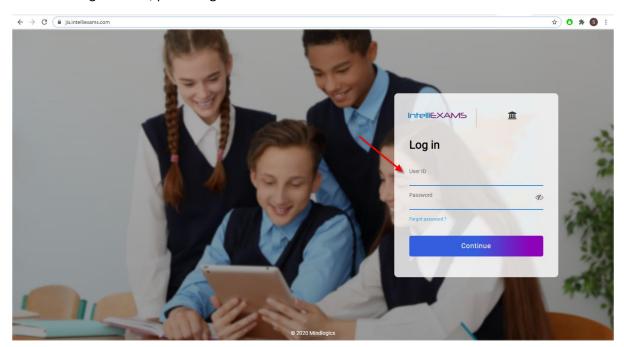
Instructions on taking written exams

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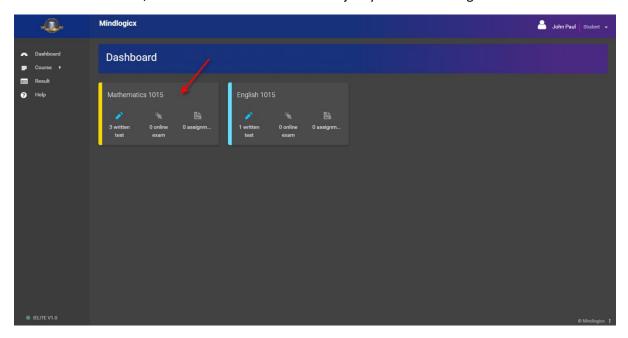
Starting the Written Exam

- 1. Please go to the link: <u>jis.intelliexams.com</u>
- 2. On the login screen, please log in with the shared credentials.

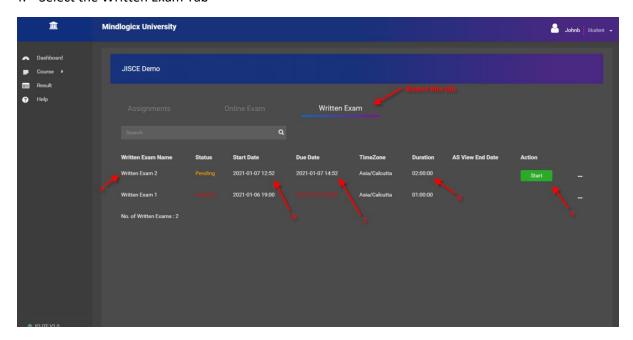




3. On the dashboard, select the course card of the subject you will be taking.



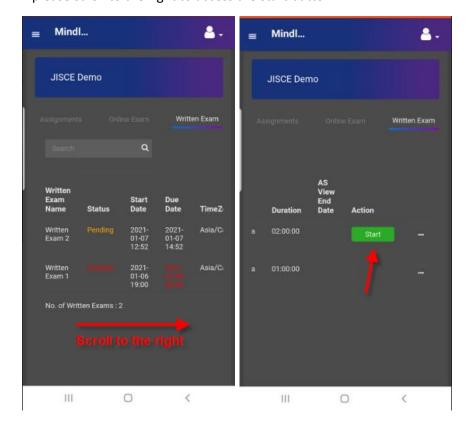
4. Select the Written Exam Tab



- 5. You will see the schedules of the assessments assigned to you for this course.
 - a. Name of the exam
 - b. Start time of the exam
 - c. End time of the exam
 - d. Duration of the exam
 - e. Start button to begin the exam
 - i. The start button may not be available before the start of the exam (based on the login time configured by the University)
 - ii. The start button may not be available if the students have logged in too late (based on the late login time configured by the University)



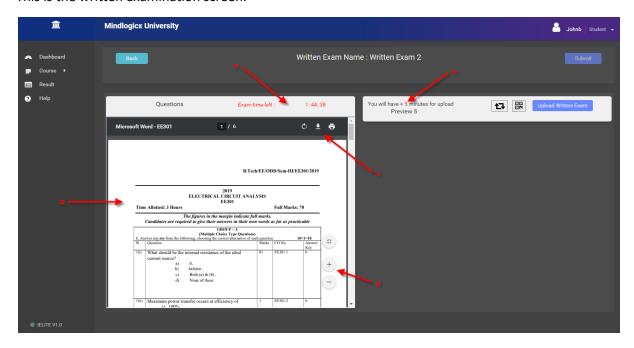
iii. If the page is accessed via a mobile phone browser or a very small screen, please scroll to the right to access the start button.



6. Click on the "Start" button to begin the exam.

Taking the Exam

This is the written examination screen.

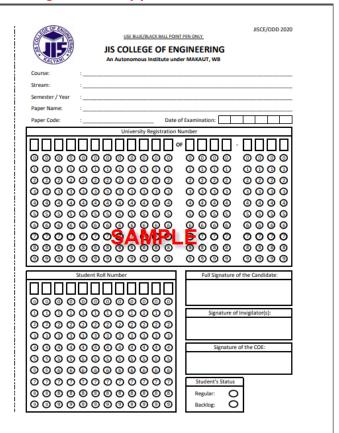




- a) This timer shows the time left to take the exam. If the student has started the exam before the start time and the University has configured reading time for this exam, this area will also show the reading time.
- b) This window will show the actual question paper once the exam start time or reading time has begun. The question paper will automatically disappear on the end time of the exam.
- c) By moving the mouse over the question paper, the download and print options will appear on the top allowing the students to download/print the question paper.
- d) Zoom options will be available in the bottom right to zoom in and out as necessary.
- e) This area will show the additional time given after the exam to upload the answer scripts

Submitting your answer scripts

1) While scanning the written answer scripts, please scan the Top sheet with your details as the first image followed by your written answer sheets.



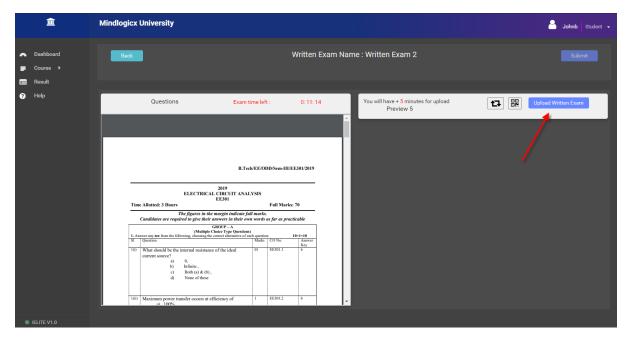
2) Please note that students will only be allowed to submit their answer script during the exam time and during the additional upload time given. They will not be allowed to upload any files once the upload timer is over.

Students have several options to submit their answer scripts depending on the platform used to take the exam.

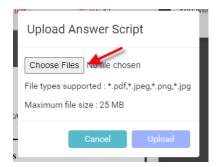


Direct Upload

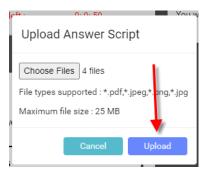
1) Students can click on the "Upload Written Exam button" to select file/files (Right side of PC browser and bottom of Mobile Browser).



- 2) Students can use a scanner or Mobile apps such as Adobe Scan or Cam Scanner to digitize their answer scripts into PDF form in the right order. While scanning the written answer scripts, please scan the Top sheet with your details as the first image followed by your written answer sheets.
- 3) In the pop up, click on "Choose files" and select the files to be uploaded from the PC. The system will accept only PDF files, JPEG, JPG and PNG Files up to a maximum size of 25 Mb. We recommend uploading a PDF file to avoid any hassle in ordering multiple images.

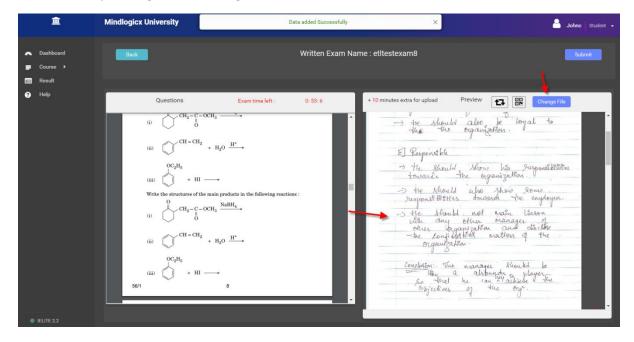


4) Once the file/files have been selected, click on the "Upload" button to upload the files.

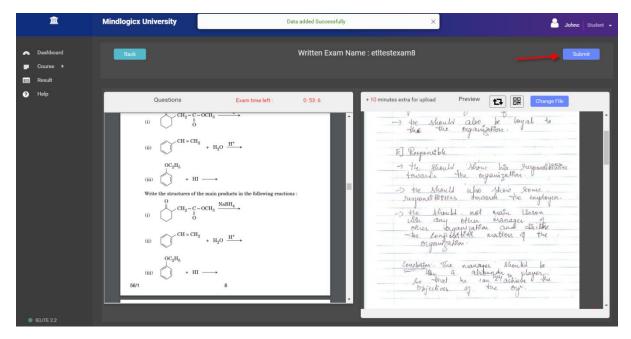




5) Once the files have been uploaded, they will appear on the preview window (Right side of PC browser and Bottom of mobile Browser). You will have the option to change the uploaded files by clicking on the "Change file" button.



6) Once you're satisfied with the uploaded files, click on the "Submit" button to finalize your answer scripts. Please note that if you do not submit your answer script, the last uploaded file/files will be automatically submitted at the end of the upload time.

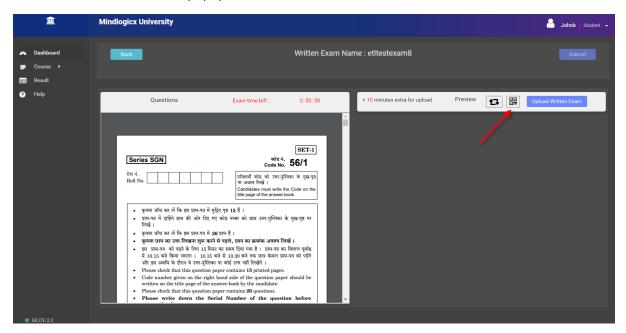


QR Based Image Upload

1) Student can take pictures of every page of the written answer script on their phone. While scanning the written answer scripts, please scan the Top sheet with your details as the first image followed by your written answer sheets.



2) On the Webpage, students can click on the QR symbol next to the "Upload Written Exam" button. This will launch a popup with a QR Code.



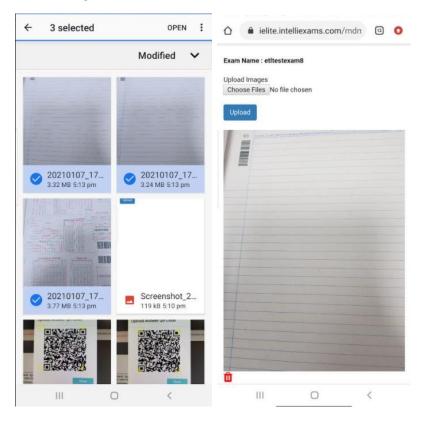


- 3) This QR should be scanned with the mobile phone camera, which will redirect you to the Answer script upload. The student can also use any QR code scanner application to scan the QR Code.
- 4) Scanning QR code will redirect you to the following page.





- 5) Click on the "Choose Files" button.
- 6) After selecting all the images to be uploaded in the right order, click on "Upload" to upload the images.



- 7) Once they have been successfully uploaded, they can be previewed on the webpage by clicking on the refresh symbol next to the QR Code.
- 8) Once you're satisfied with the uploaded files, click on the "Submit" button to finalize your answer scripts. Please note that if you do not submit your answer script, the last uploaded file/files will be automatically submitted at the end of the upload time.

