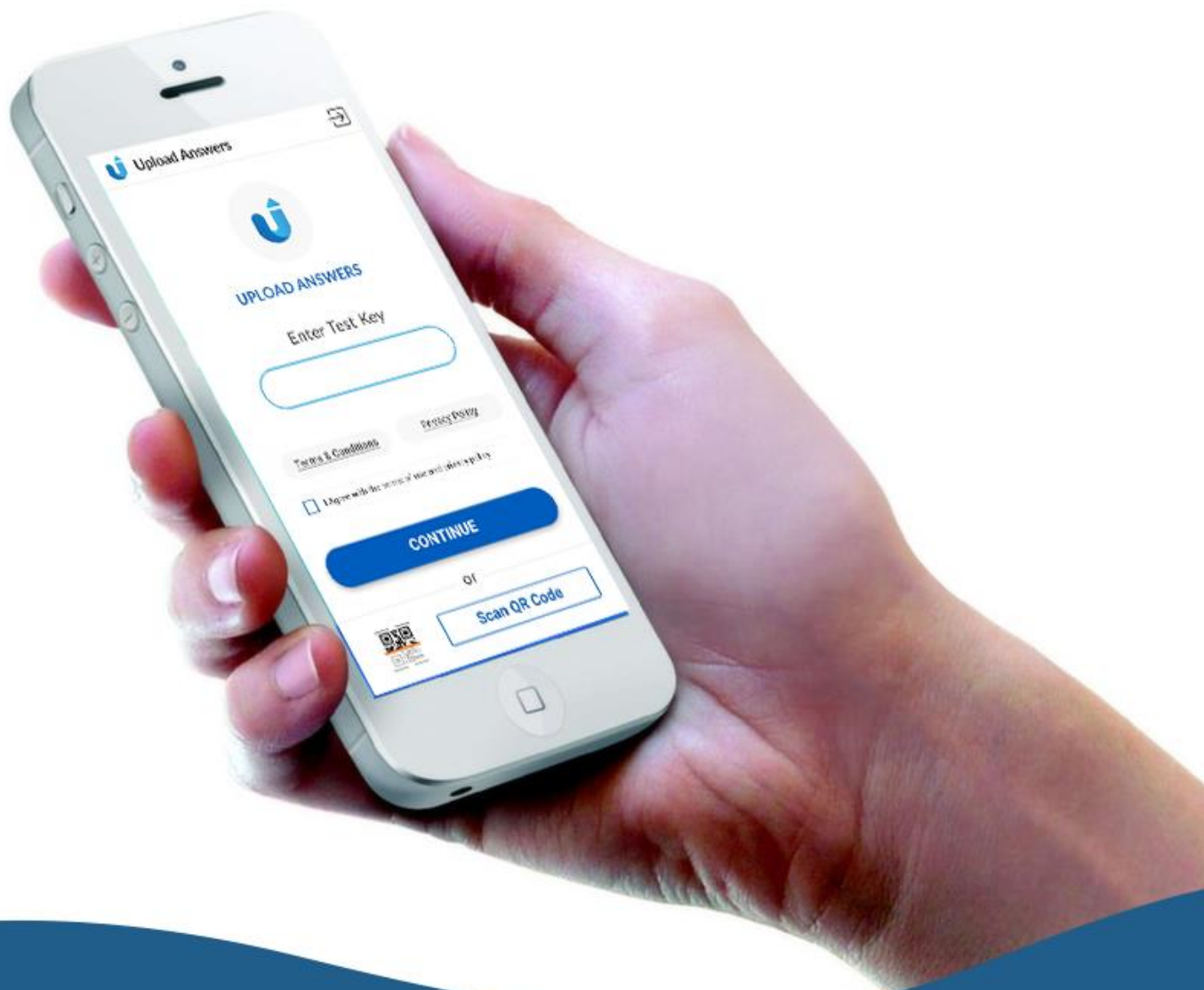


DIGIPROCTOR UPLOAD APP

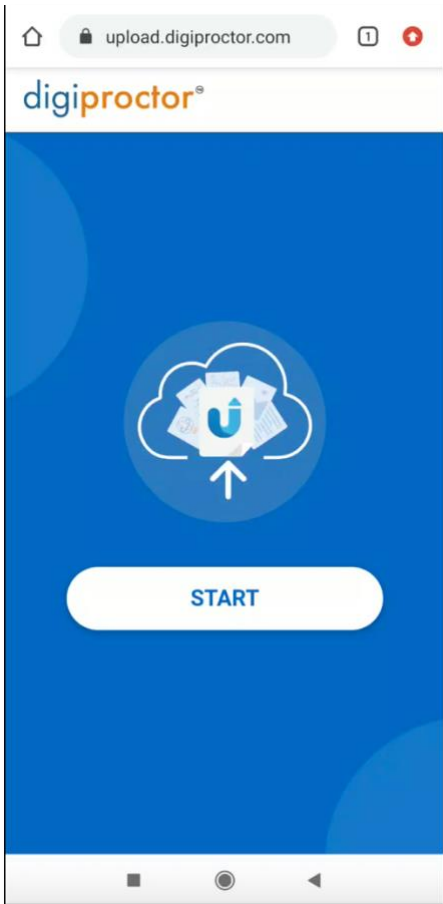
User Guide (Release V.2)



How can I upload handwritten/hand drawn answers on my Testpad using the DigiProctor's (answer) Upload App?



UPLOAD ANSWERS



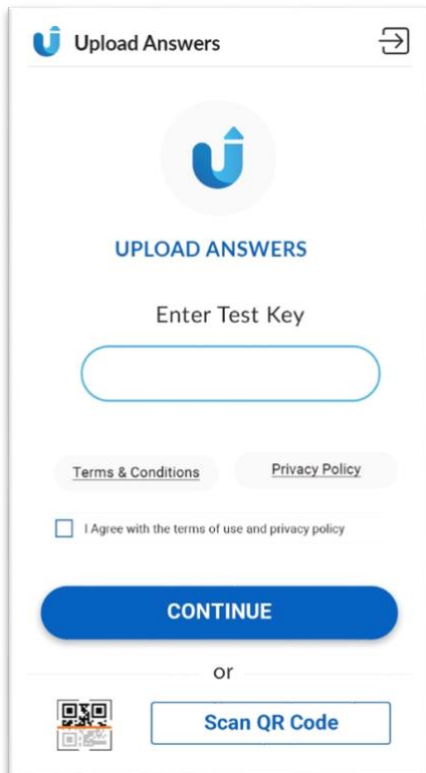
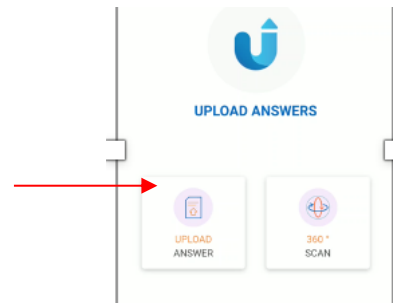
How to use the DigiProctor Upload App?

You can write or draw your subjective answers on paper answer sheet and then upload the image(s) of the answer sheet using the **DigiProctor Upload App**.

Go to: <https://upload.digiproctor.com/>

Click **'START'**

Select **'UPLOAD ANSWER'**



Option 1: Enter your **'TEST KEY'**

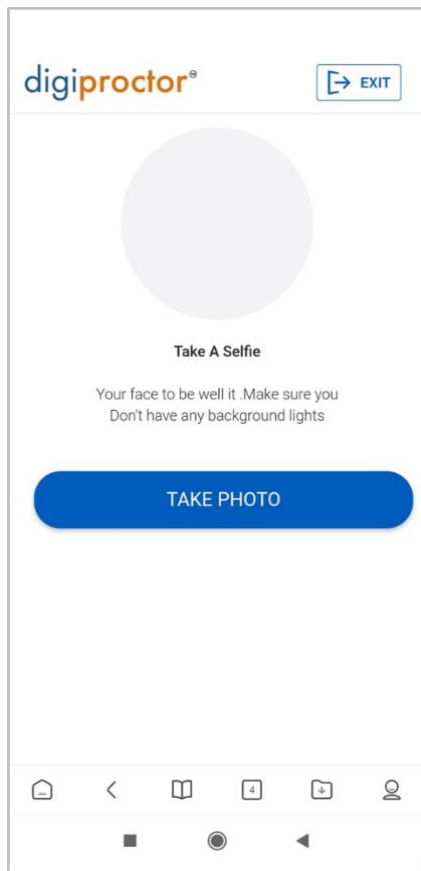
Option 2: Scan the QR code that appears on your laptop/desktop using your mobile device.

Scan QR code from your testpad



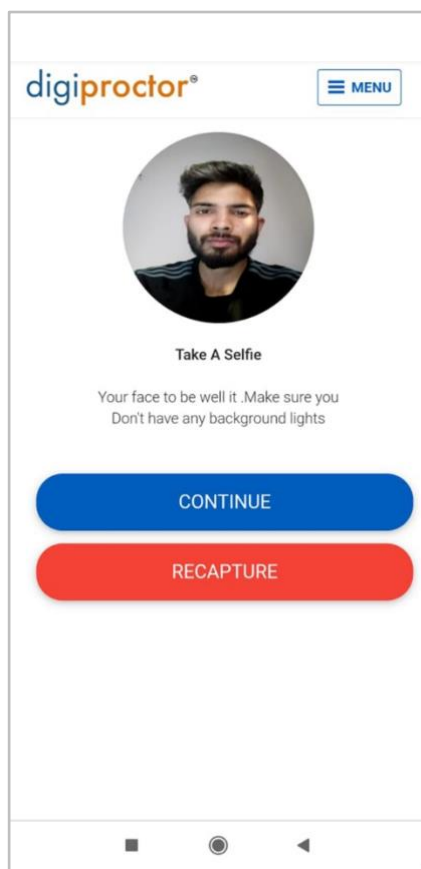
Click **'CONTINUE'**

Before you start uploading your answers the Upload App would like to



Get Authenticated to log into the DigiProctor Upload App

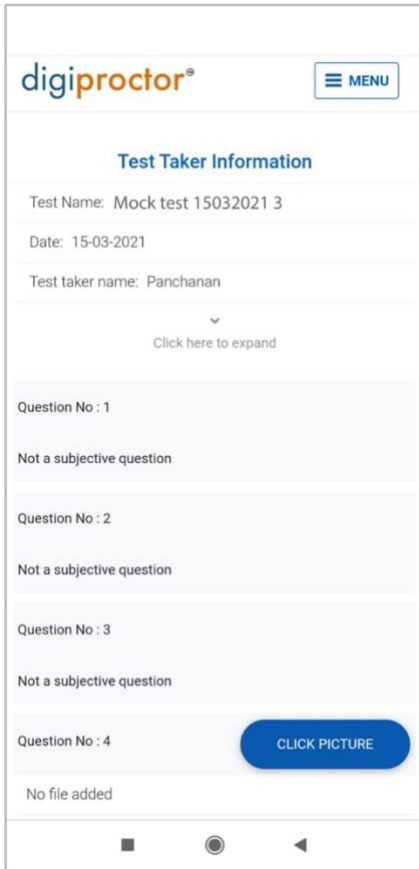
- Center your face within the camera Frame
- Take a Selfie
- Click **'TAKE PHOTO'**
- Your photo will be compared with your registered profile photo.
- If they do not match, you will be asked to take your photo again.
- This process will be repeated 2 times.
- If your face fails the face recognition test twice, you will be EXITED out of the application.



If the face map is successful then you will get a confirmation message and be allowed to enter the Upload (answer) app.

Click **'CONTINUE'**

Let's start answering the subjective Questions using the Upload App



Subjective Question

Questions will appear here

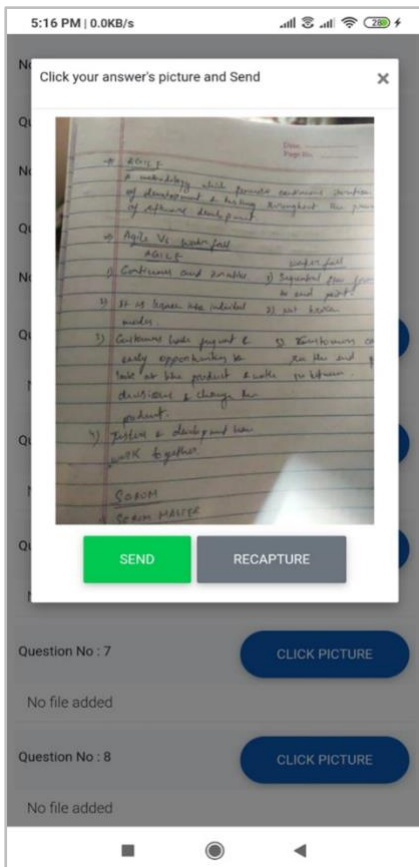
- You will see all the test questions
- Objective question will display 'not a subjective question'
- Scroll down to a subjective question
- Every subjective question will have a button to 'CLICK PICTURE'

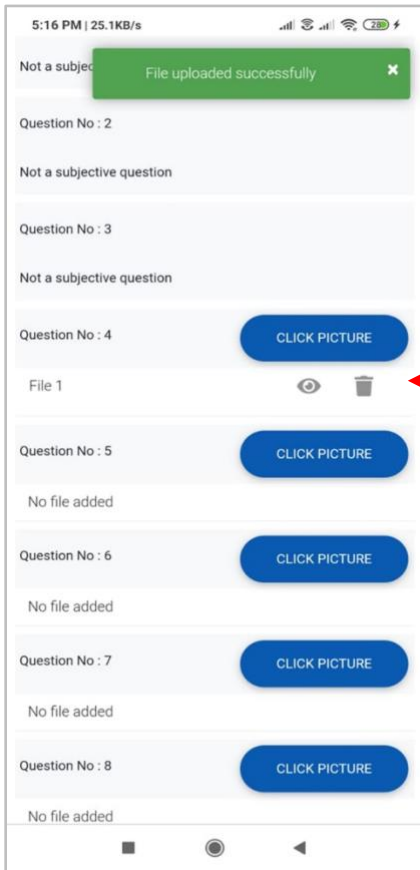
Question 4 is a subjective question
 'Click Picture' to upload your answer

How to Upload Picture(s) of my Answers?

- Check that picture resolution is good
- Check that your complete answer is captured in the image
- If not 'RECAPTURE' the image
- See if it's ok to be submitted
- Click 'SEND'

You can see the Preview of the image(s) uploaded in the Test Application





File Uploaded Successfully

You will get this message after every file upload.

You will see that the image(s) have been upload.

File 1- indicates that one image has been uploaded

Click here to **'View'** the Uploaded Image

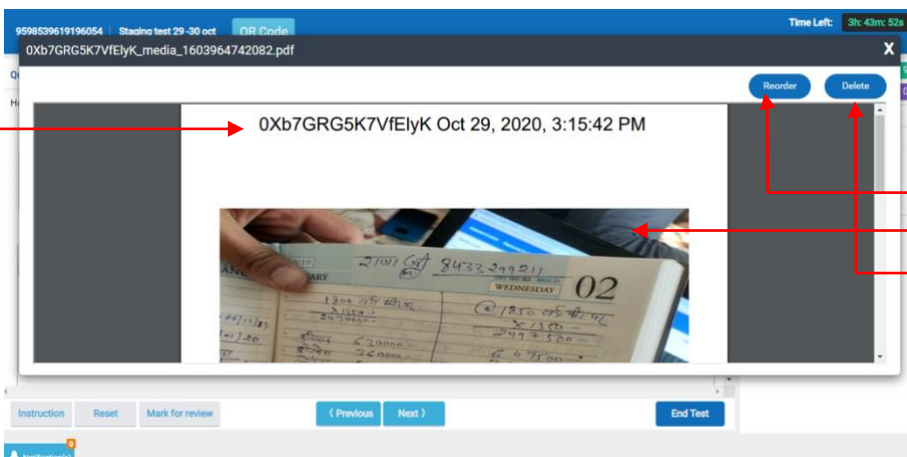
Click **'Delete'** if you would like to change the image

Repeat the process to:

- To upload more (answer) images for the same questions
- To answer the more subjective question using the Upload app

View the **Uploaded Answer Images** in your laptop/desktop

All the images you upload will be available for **Preview in your Test Application** during the test. It's advisable to view them before moving to the next question



View the uploaded images

Reorder the images

Delete the uploaded image(s) if you wish to change the uploaded images

FAQs

Note: This is a timestamp (watermark) that will be displayed on all the images you upload.

What happens if I accidentally close the app?

If you close the app accidentally, use the same Test Key or scan the QR code and follow the Authentication process.

Can I type the answer for the subjective questions? Is it mandatory to use the Upload (answer) app?

No, it's not mandatory to use the Upload App to attempt the subjective questions. There are two ways for you to attempt a subjective question:

- Type your answer in the Text box (in laptop/desktop)
- Write your answer on paper and click the image using the Upload App

When a Subjective question is displayed, you can navigate to **the DigiProctor Upload App**
Go to: <https://upload.digiproctor.com/>

How many images can I upload of a subjective question?

There is No Limit to the number of images you can attach to any subjective question.

Will I get notified when an image is uploaded?

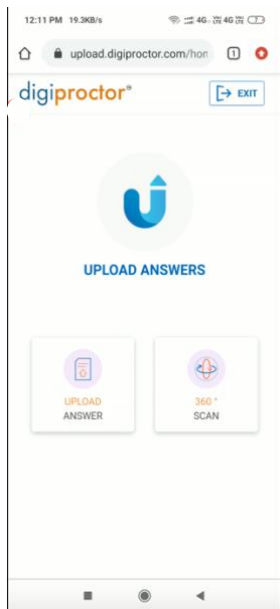
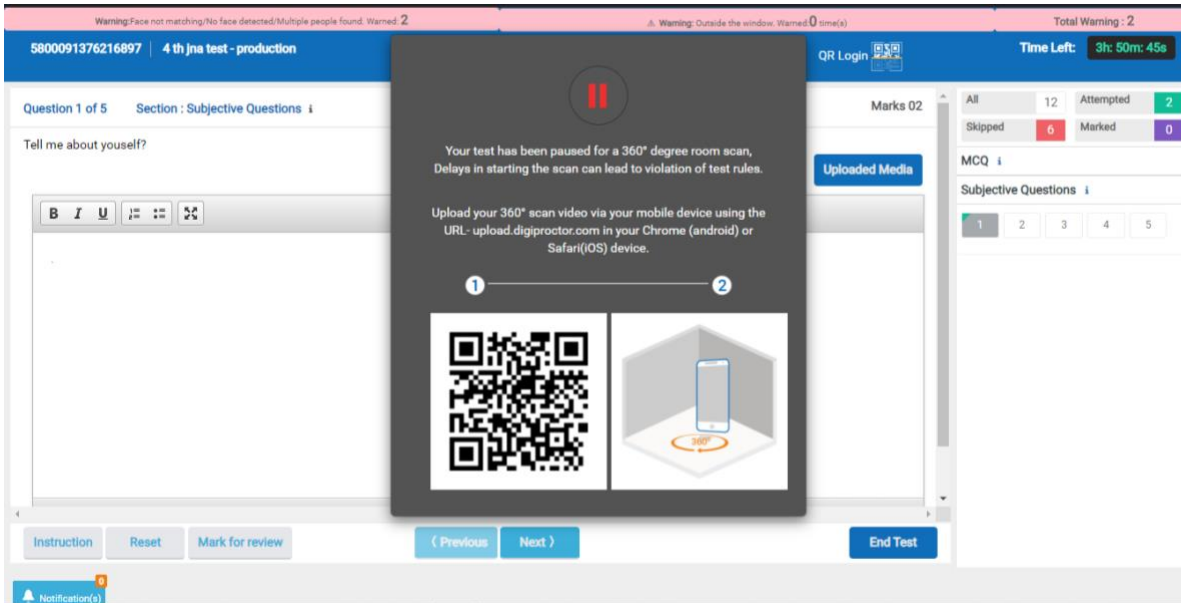
YES, you will always be notified when you upload an image. You have the option to view the image in the Test Application. It will be displayed as an attachment to the subjective question.

Can I change my answer after I have uploaded it to the Test Taking app?

YES, you have the option to 'delete' the uploaded image (in Test application) & Upload new images.

What is the 360° SCAN button for?

During the test, your Proctor can request you to scan your test environment. You will see a QR code on you Test Application in your laptop/desktop. Follow the instructions to do a 360-degree test room scan.



360- Degree Test Environment Scan

Anytime during your Test your proctor can pause your test and request a **360-degree test room scan**.

- Your test will be paused
- QR code will be displayed on the Testpad
- Scan this with your mobile device
- Hold your Mobile and pan the camera to record a video of your Test Room
- A complete 360-degree room scan should be done
- Click '**START**' to record the video
- **Upload** the Video
- Click '**RETURN TO TEST**' to resume your

The video uploaded by Test taker can be viewed by the Proctor to take corrective action.

This request is initiated by the Proctor(s) only if the test taker demonstrates non-complaint behaviour.