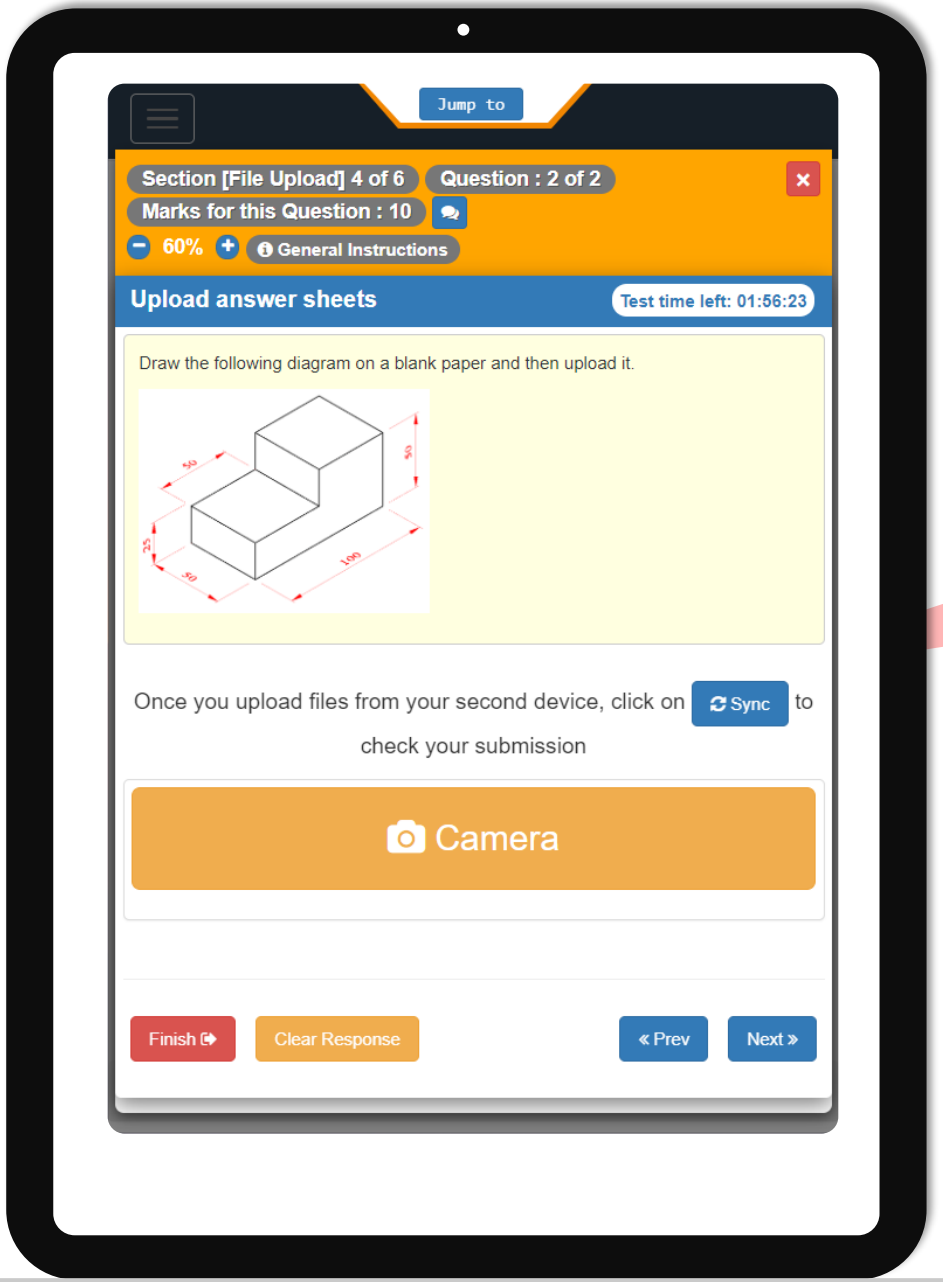
CODETANTRA

UPES
UNIVERSITY WITH A PURPOSE

Writing Offline Exam face to face mode with Digital Support



1. Login Process

a. Open **Browser** (Chrome in Android or Safari in iOS) in your mobile/Tab.

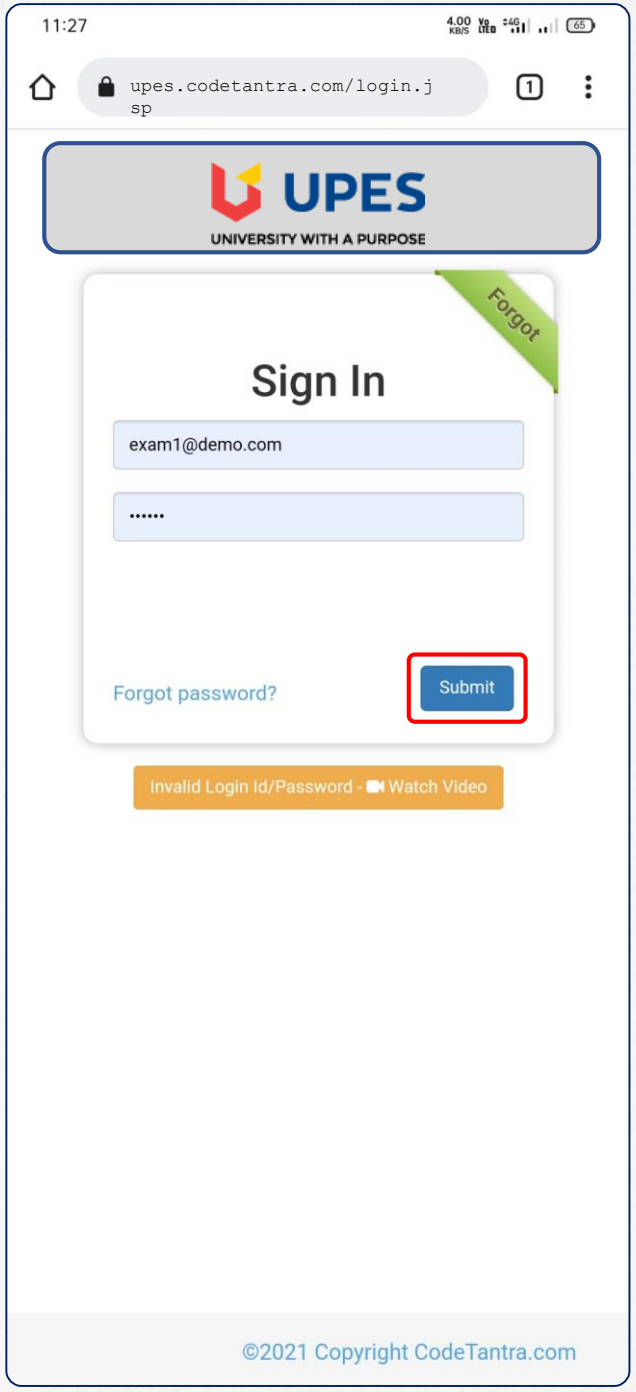
b. Visit https://upes.codetantra.com/login.jsp

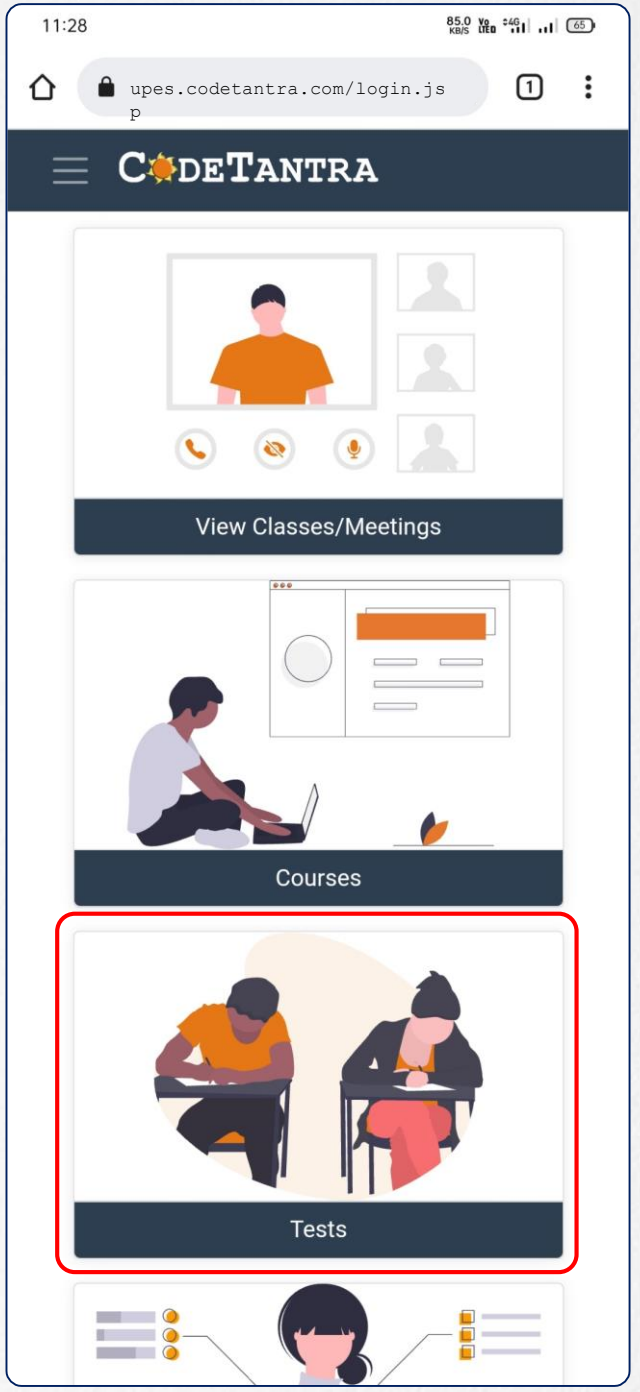
c. Enter your **Email ID**

d. Enter your **Password**

e. Click on **submit** button to login

f. Click on Tests Card.

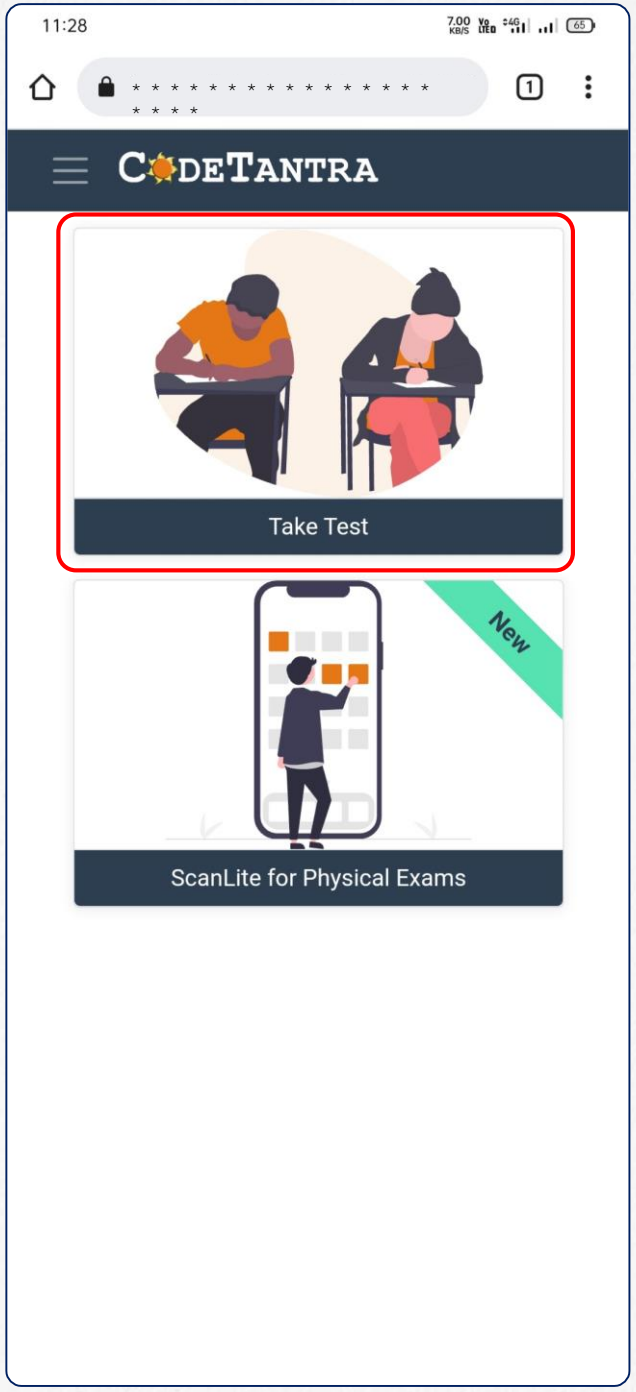


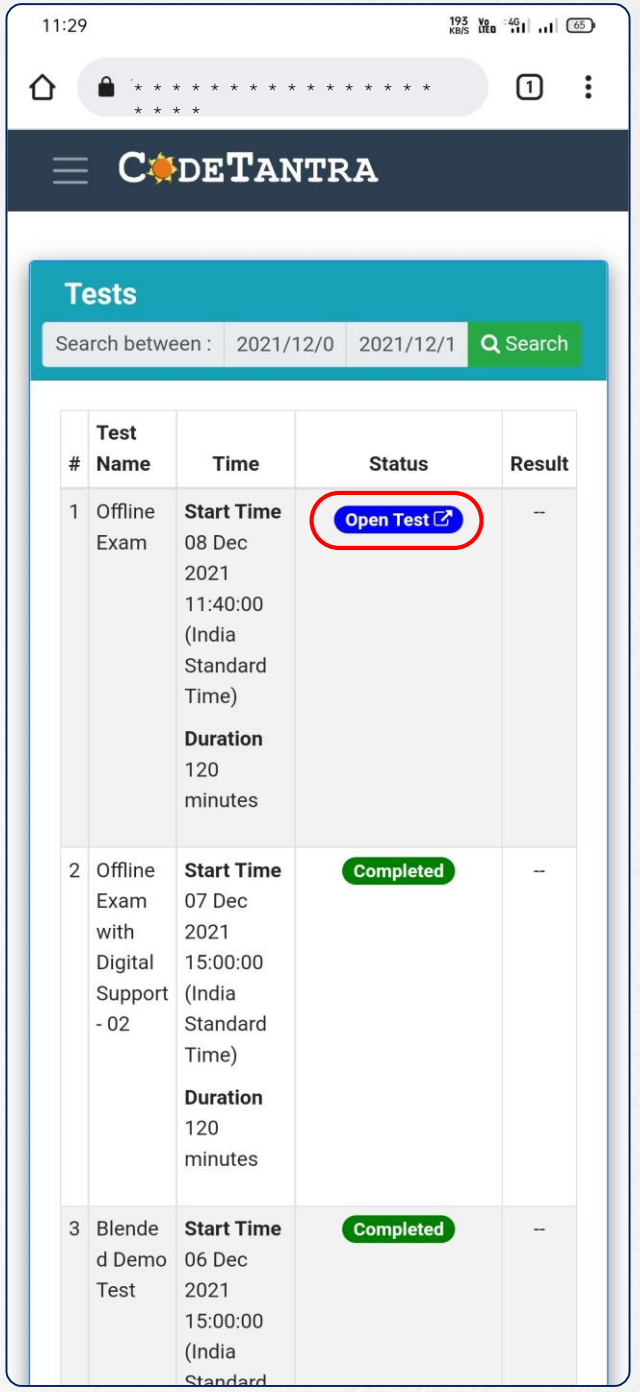


2. Opening the Test

a. Click on Take Test Card.

b. Click on Open Test button against the test you want to attempt.

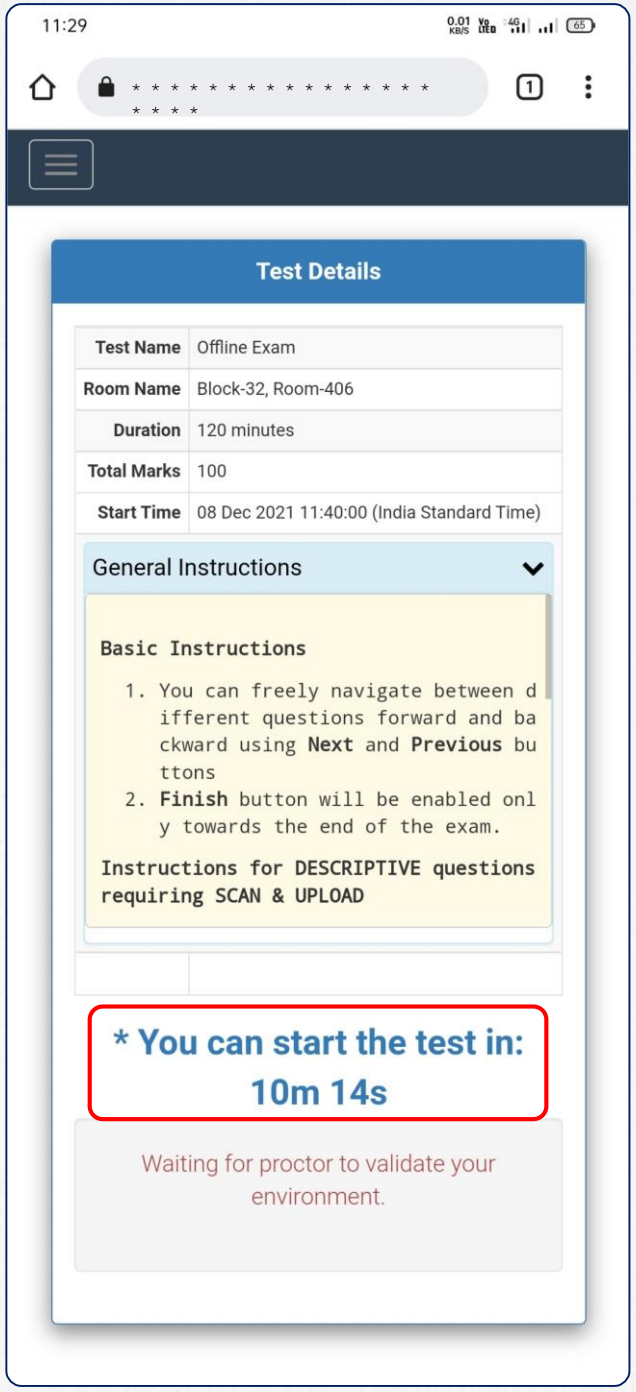


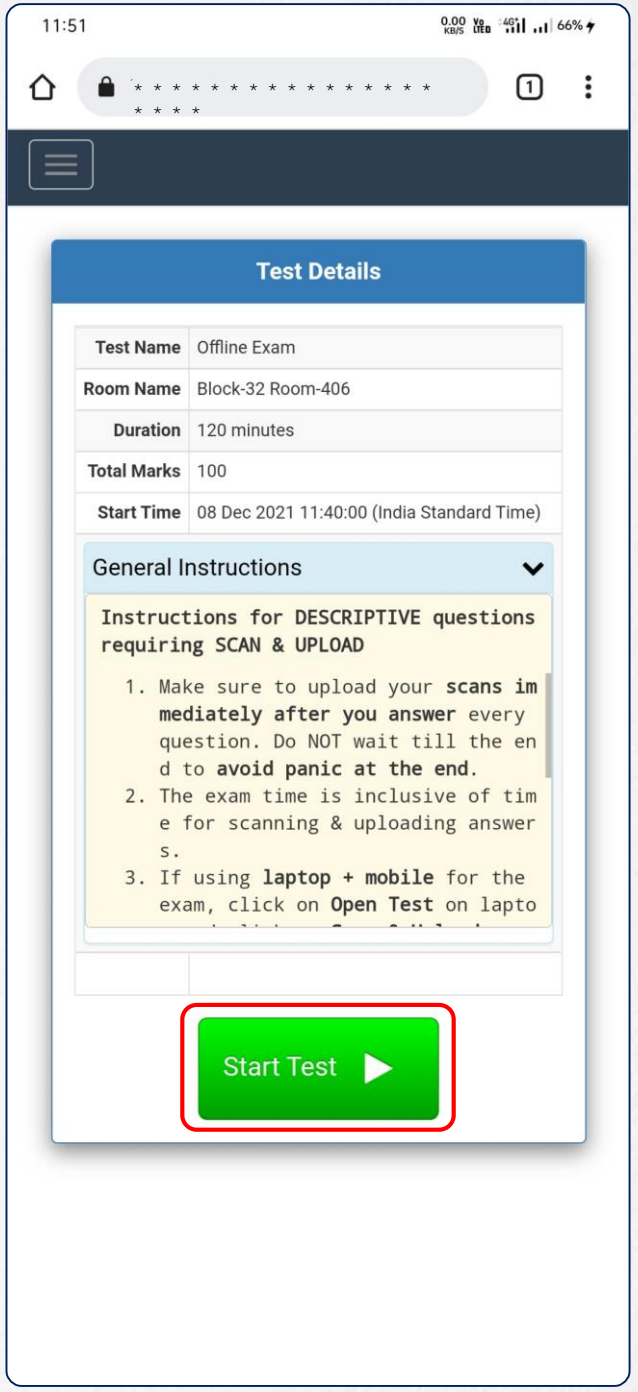


3. Starting the Test

a. Request your proctor to **mark you present and unblock.** Wait till the actual start time of the test.

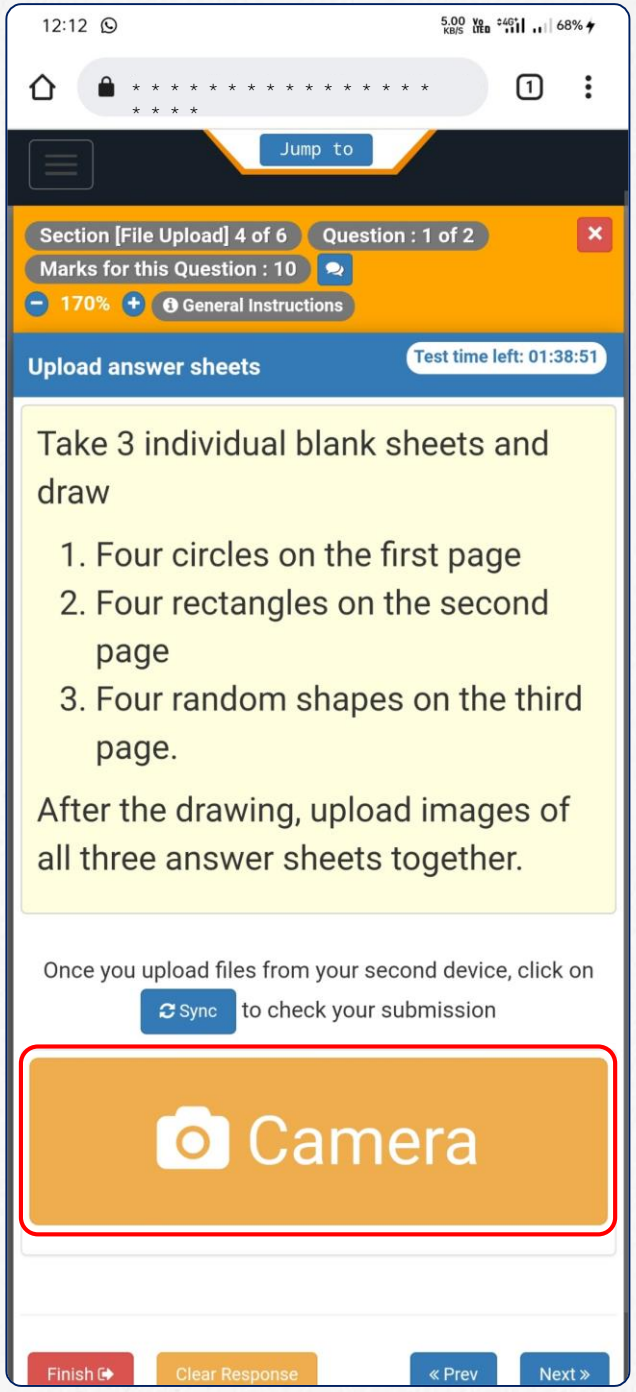
b. At the actual start time of the test, you should be able to see **Start Test** button to start the test.

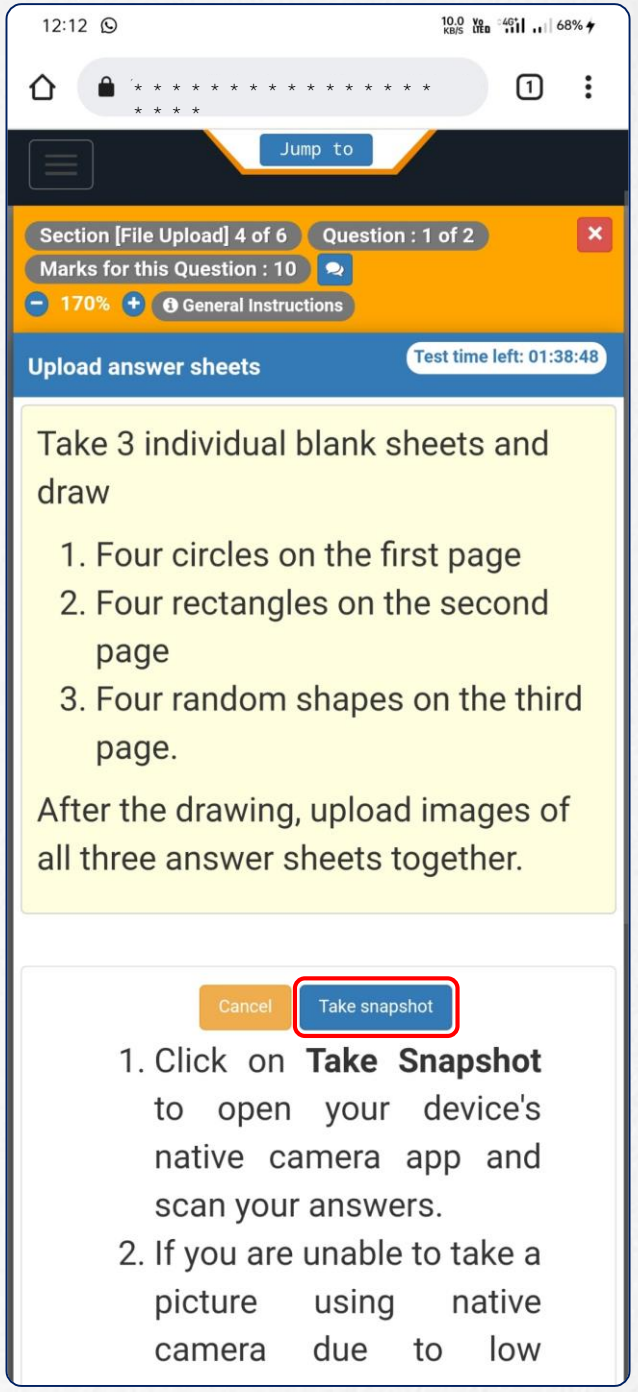




4. Answering Questions

a. For descriptive questions, write your answer on the answer booklet of the 1st question.
b. Click on the **Camera** button.
c. Click on **Take Snapshot** button.
d. Click on Capture button to capture the 1st page of the answer sheet.
e. Click on the Check mark to confirm.
f. Click on Take Snapshot button again.
g. Click on Capture button to capture the 2nd page of the answer sheet.
h. Click on Take Snapshot button again.
i. Click on Capture button to capture the 3rd page of the answer sheet.
j. Click on Upload as PDF button to upload.
k. Click on Next button to move to next question.





4. Answering Questions

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b. Click on the Camera button.
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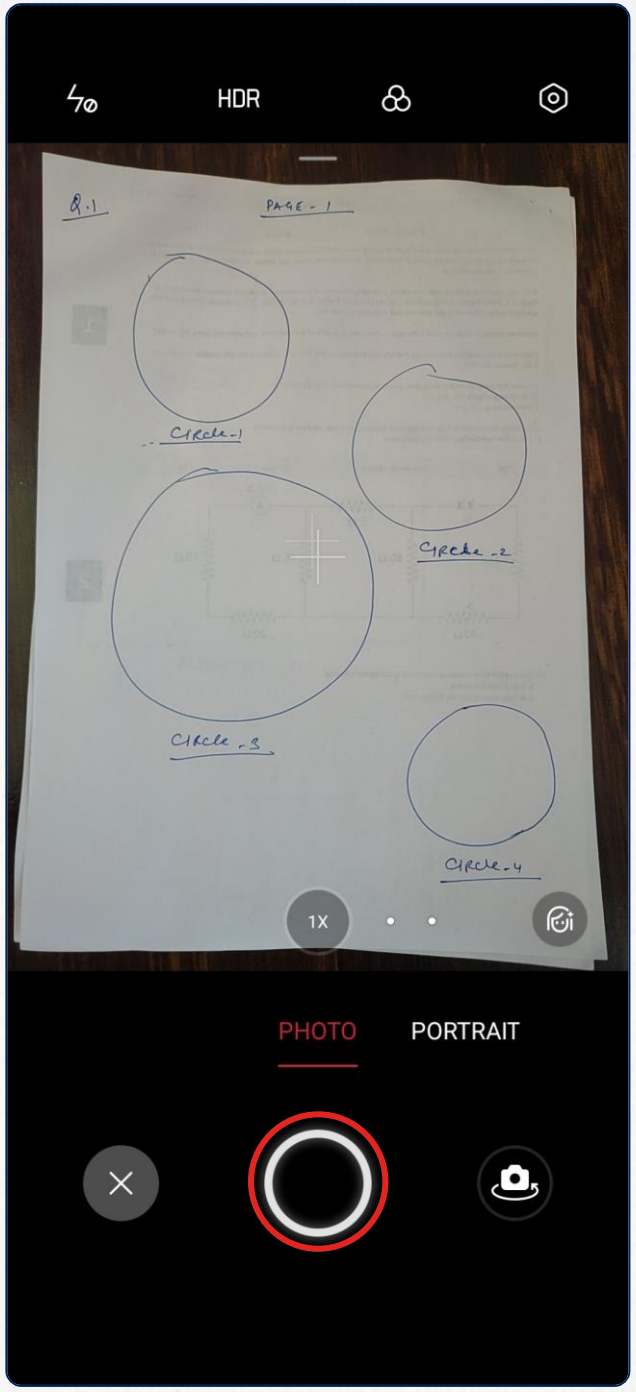

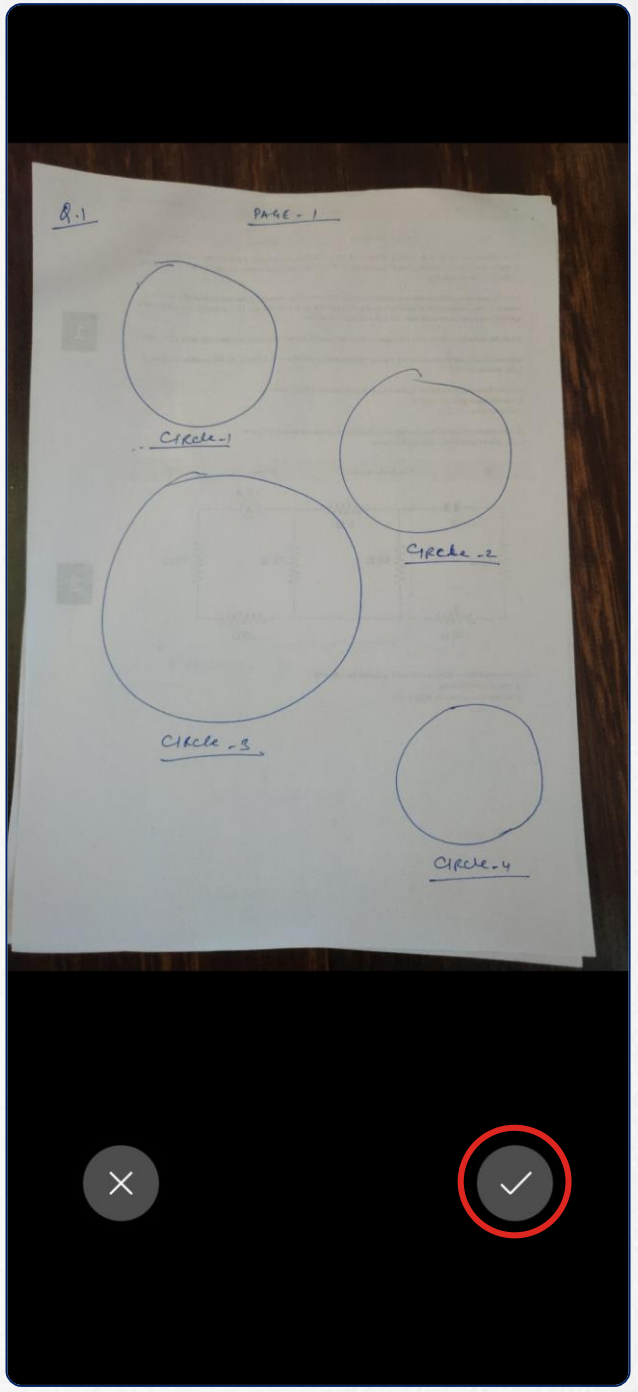

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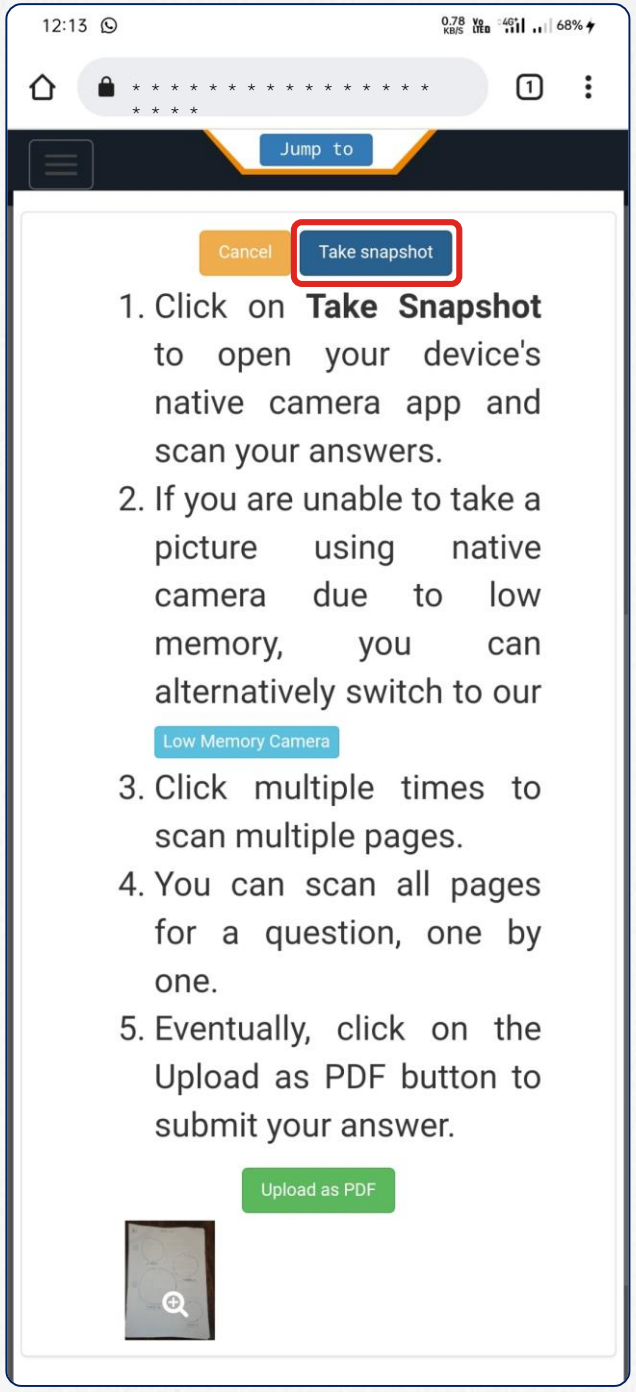

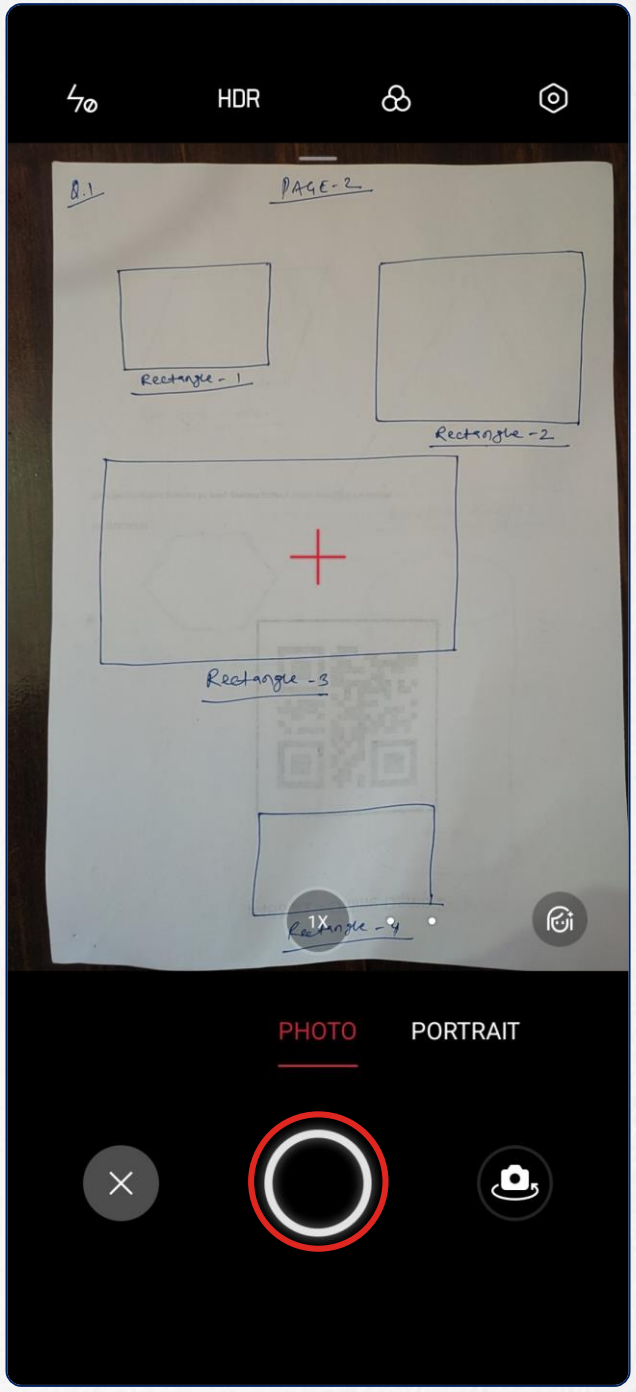

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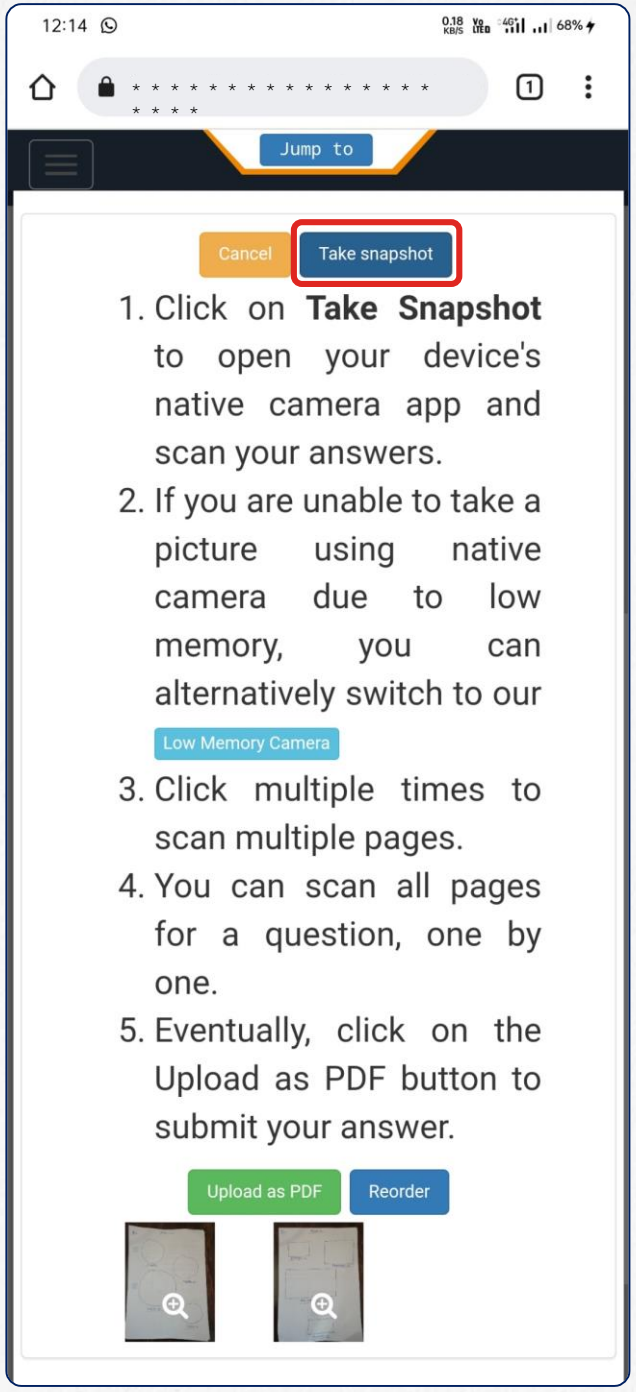

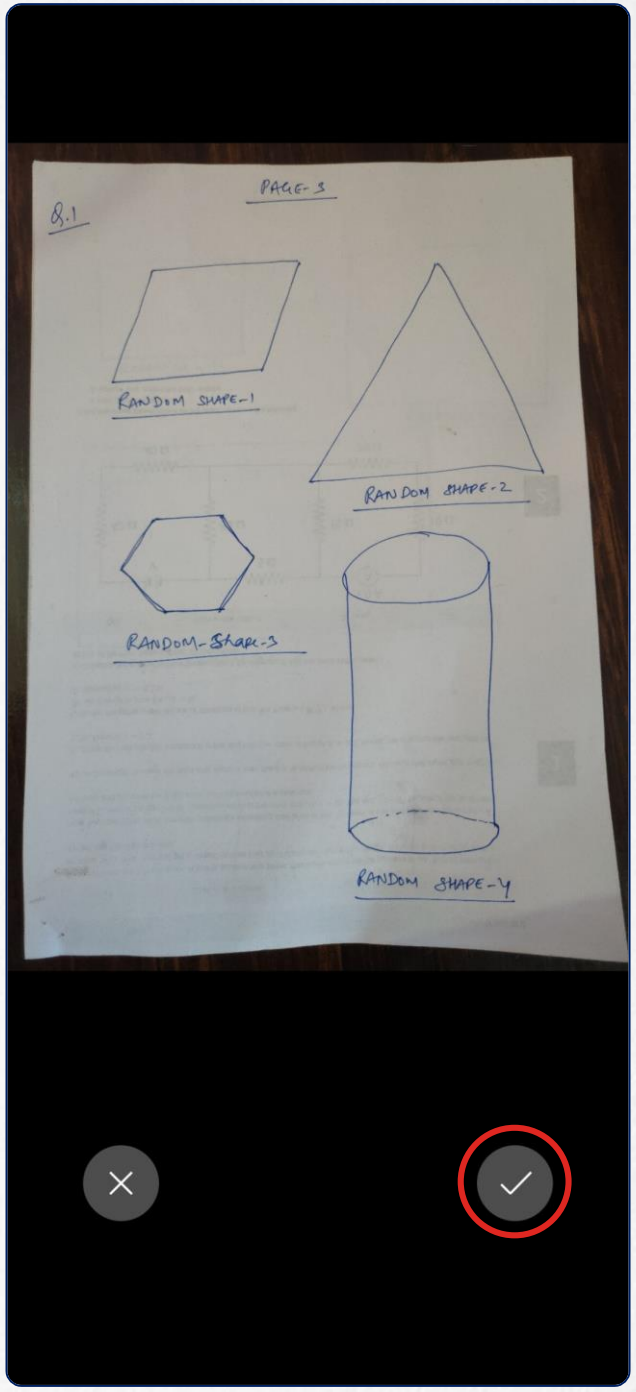

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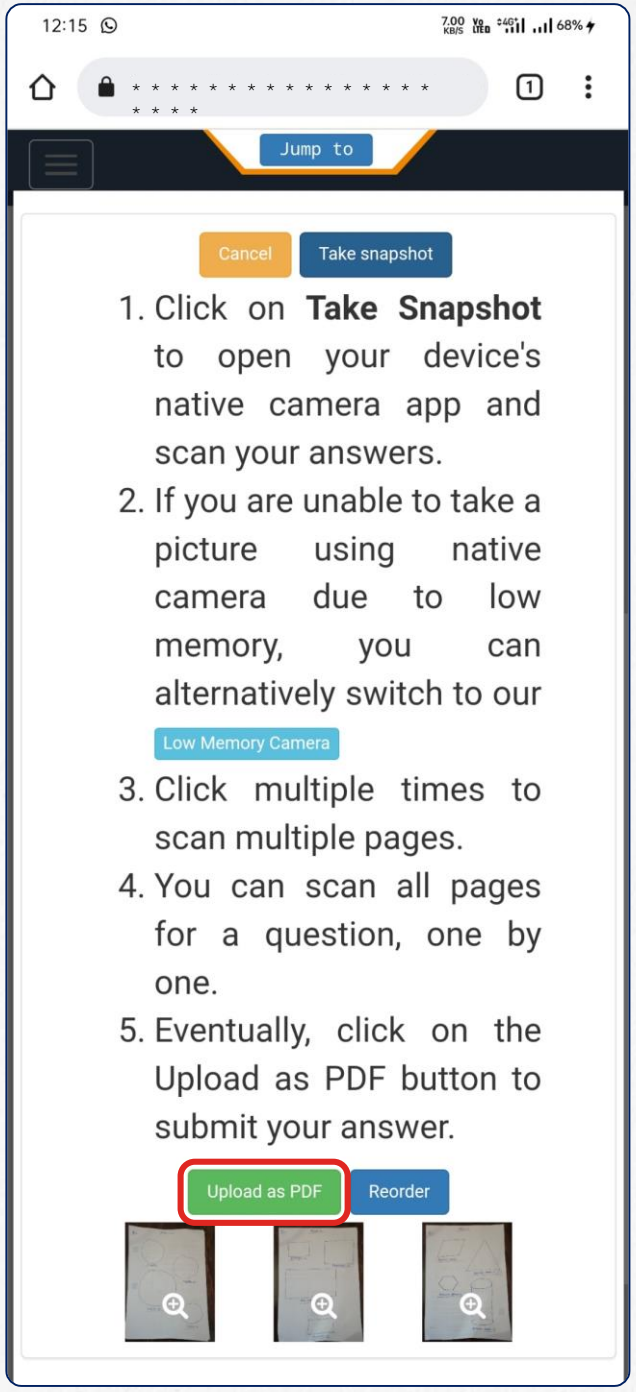

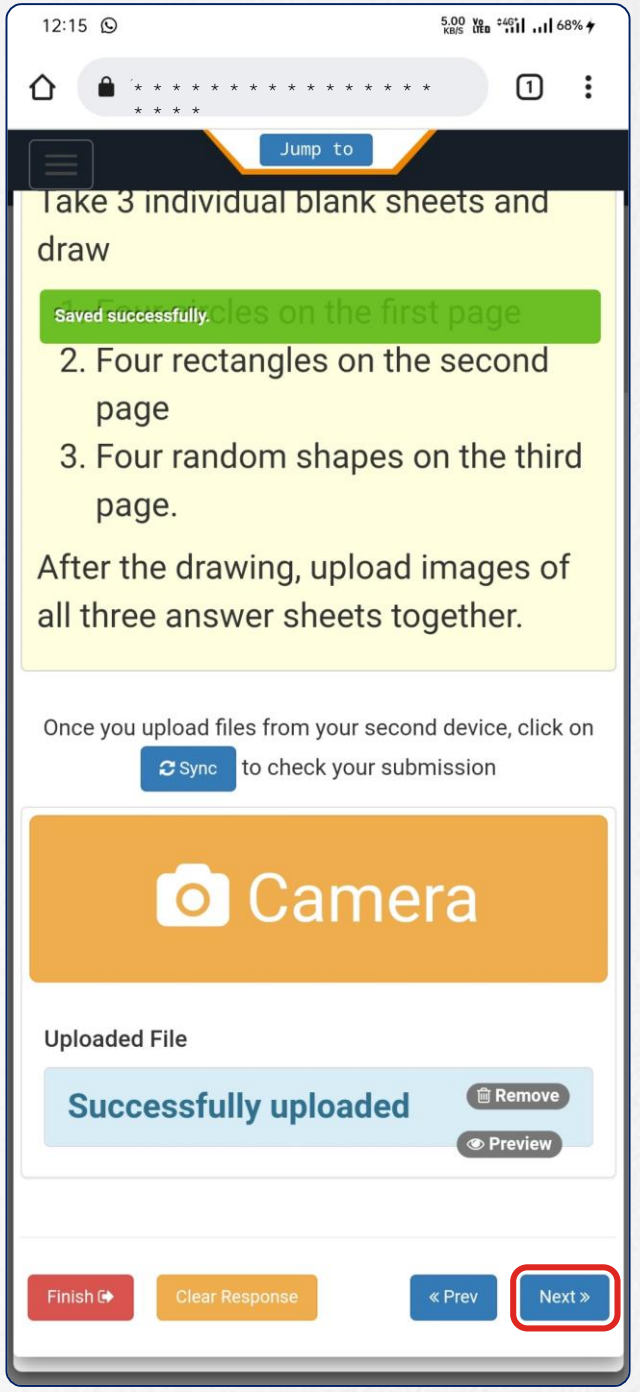

What's Next?

It is recommended to write answer to a question on the answer booklet and upload the images of the answer booklet before moving to the next question.