Instructions for Scanning (using Mobile Phone) and Submission of Answer Scripts for Take Home Examination, Odd Semester 2021-22, Sikkim University

These instructions are provided for the candidates appearing for Take Home Examinations; **Odd Semester 2021-22** using mobile phones to ensure that the answer scripts submitted for evaluation are scanned properly and emailed as per required format for evaluation.

Step 1 – Candidate must have/install in his phone the 'app' for scanning documents. Following are popular mobile applications for scanning that may be installed – provided in the order of ease of use.

| Recommended apps	Android	iOS
1. Microsoft Office Lens	Click here to download	Click here to download
2. Adobe Scan	Click here to download	Click here to download
3. SwiftScan	Click here to download	Click here to download

The steps described below pertain to the app '**Microsoft Office Lens'**. Steps for other scanning applications shall be more or less the same.

Step 2 – After writing and checking that the answers are complete; open the app. Click photo of the first page in color.
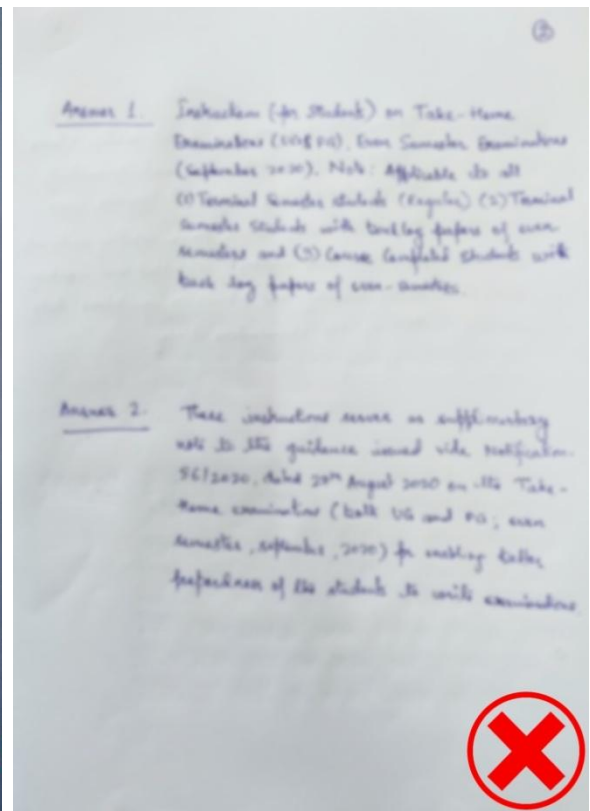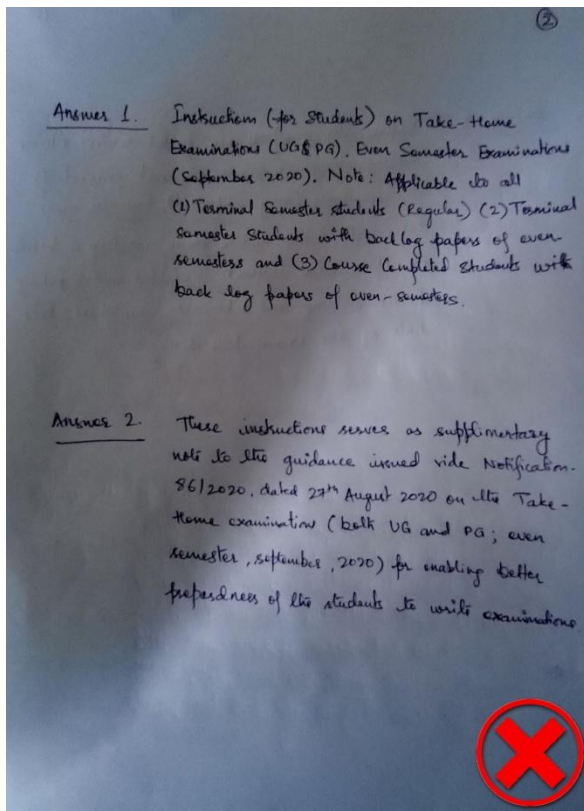
Candidates must ensure the following while taking photos –

1. There is adequate light in the room. If there is low light, you are advised to take the photo outside.
   Avoid dark images as shown below -
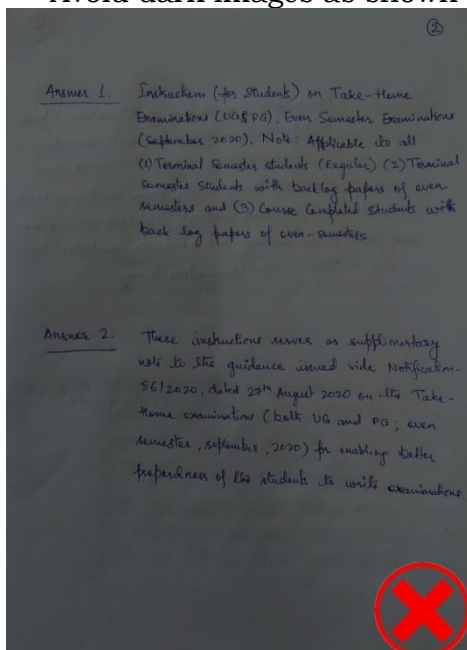
2. Avoid shadows on the image as shown below -

3. Avoid blurred images as shown below -

4. Take the photo straight from the top.
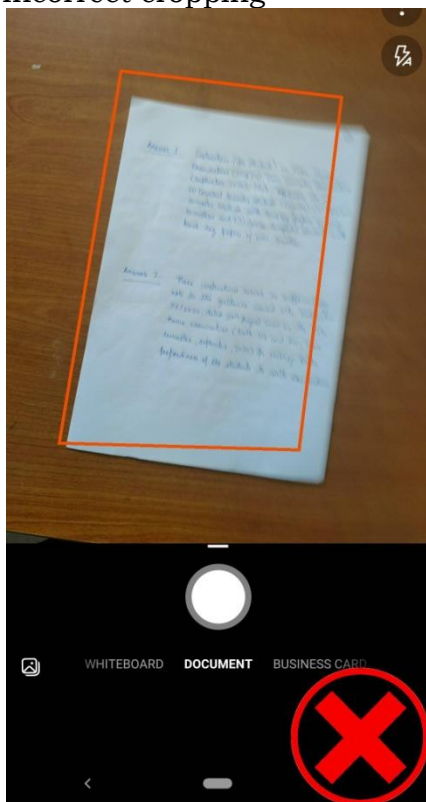   Avoid taking photo at an angle as shown below -

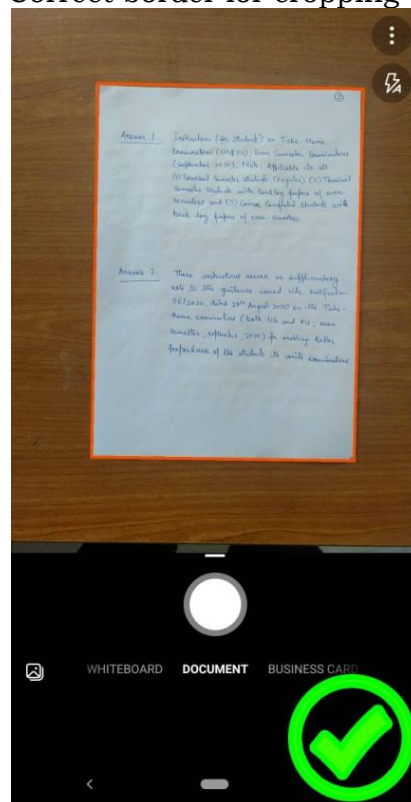Following is the correct way of taking photo straight from the top.

Step 3 –

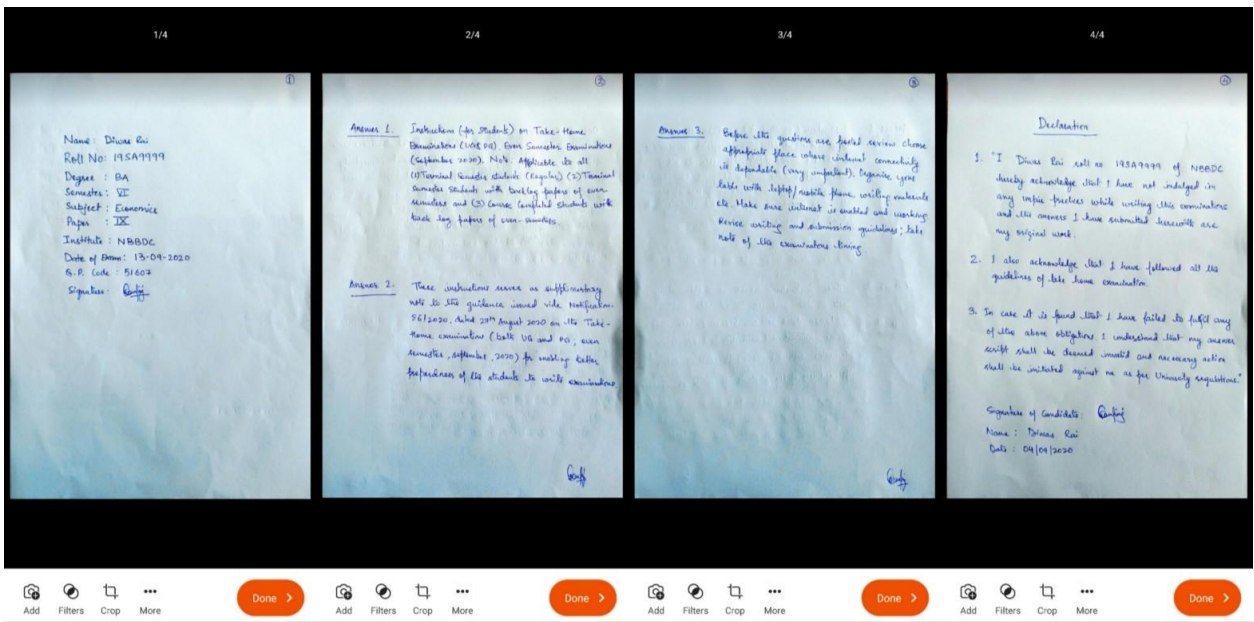Crop the image at the correct page borders as shown below

Incorrect cropping   Correct border for cropping
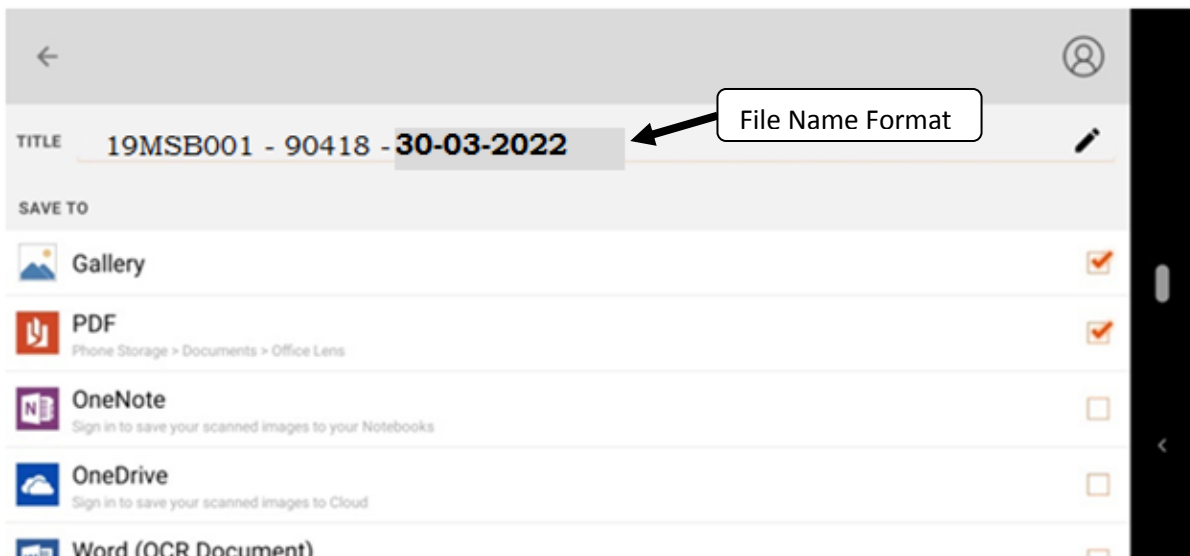

Step 4 – Merge photos of remaining pages **<u>strictly</u>** in the order of page number as shown below. **Microsoft Office Lens** provides for merging the documents also.

Step 5 – Save the answer script file in PDF. Name the file as per file name format given in the instructions as shown below.

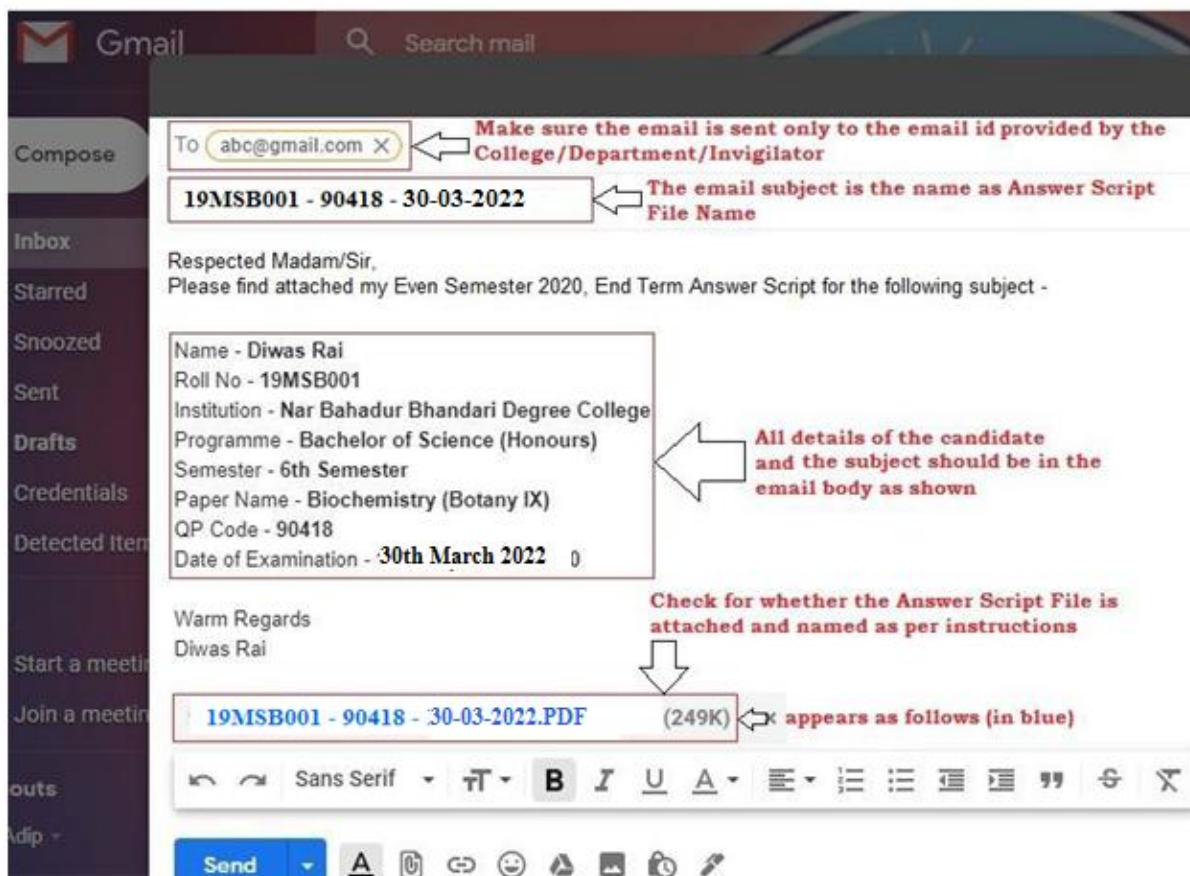ROLL NO – QPCODE - DATE OF EXAMINATION (DD-MM-YYYY)

(*continued in next page*)

Step 6 – To know a sample of correct format of answer script, please click the below file (note the correct file name format used for the sample).

19SA9999 – 51607 – 30-03-2022.pdf

Step 7 – Email the answer script as follows –

Step 8 – Before the start of examinations **candidates must practice** all the above steps to ensure proper scanning and submission of her/his answer scripts on the day of examination and must ensure that she/he has her **own personal email account** for submission of answer scripts.

ALL THE BEST

Dr. S. Murali Mohan
Controller of Examinations