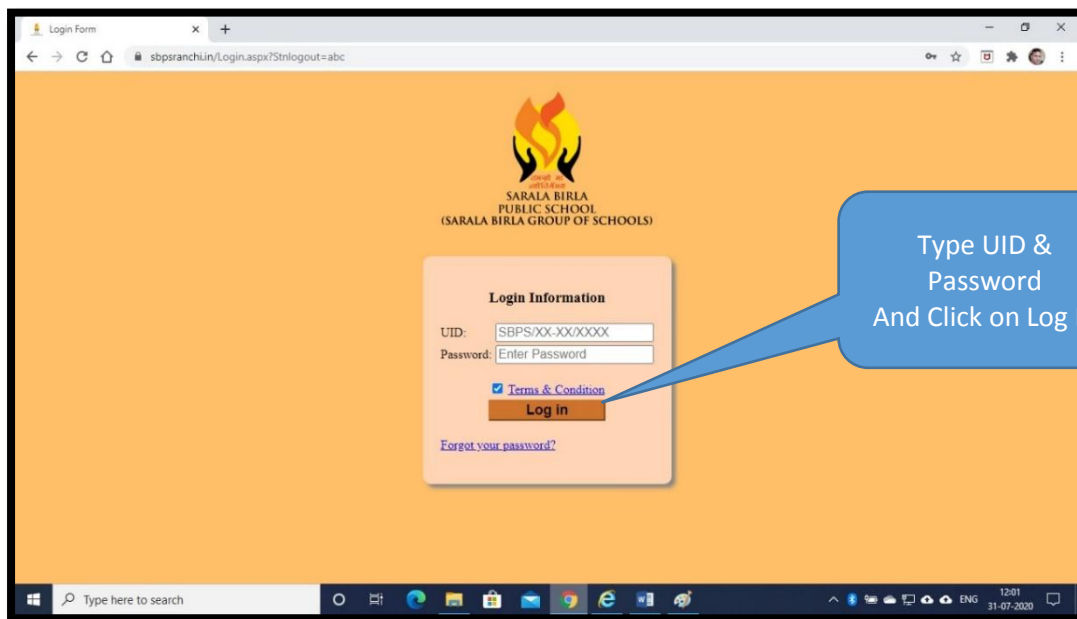


**General Instructions for Online & Mock Test 2 - 2020**  
**(for Classes I to X & XII)**  
**(KG-I & KG-II applicable for Subjective Test Only)**

**For Guidelines Regarding Online Test Click**  
**<https://youtu.be/sbJ4EvETfwc>**

- For Online Test, it is advised to use Desktop/Laptop however you can do the same using Smart Phone also.
- Open the following in Browser (Chrome) : [www.sbpsranchi.in](http://www.sbpsranchi.in)
- A page will open which is shown below.



The screenshot shows a web browser window with the URL [sbpsranchi.in/Login.aspx?Stnlogout=abc](http://sbpsranchi.in/Login.aspx?Stnlogout=abc). The page has an orange background and features the Sarala Birla Public School logo at the top center. Below the logo is a "Login Information" form with the following fields:

- UID:
- Password:
- ☒ Terms & Condition
- 
- [Forgot your password?](#)

A blue speech bubble points to the "Log In" button with the text: "Type UID & Password And Click on Log In". The Windows taskbar at the bottom shows the date as 31-07-2020 and the time as 12:01.

### Login Information

UID:

Password:

☒ [Terms & Condition](#)

**Log in**

[Forgot your password?](#)

For  
Example

You can reset the  
Password from  
here.

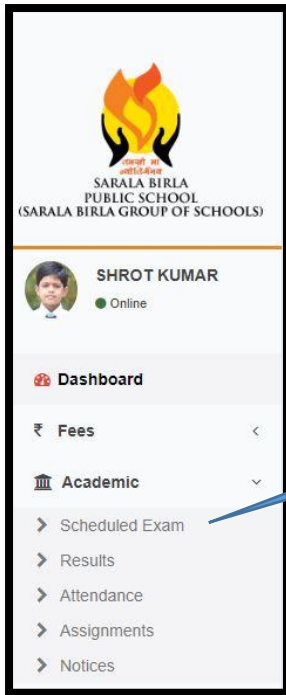
➤ After Log In, the screen will appear like this:

The screenshot displays the SBPS RANCHI student dashboard. The header includes the school logo and the student's name, SHROT KUMAR. The main content area shows a profile picture and academic details. The left sidebar provides navigation options.

Academic Details		
UID	Session	Date of Admission
SBPS/19-20/5408	20-21	23-Mar-2019
Class	Section	Roll No.
IV	A	0
House	Bus Stoppage	
RIGVEDA	AMAR CHOWK CHUTIA (JR.)	

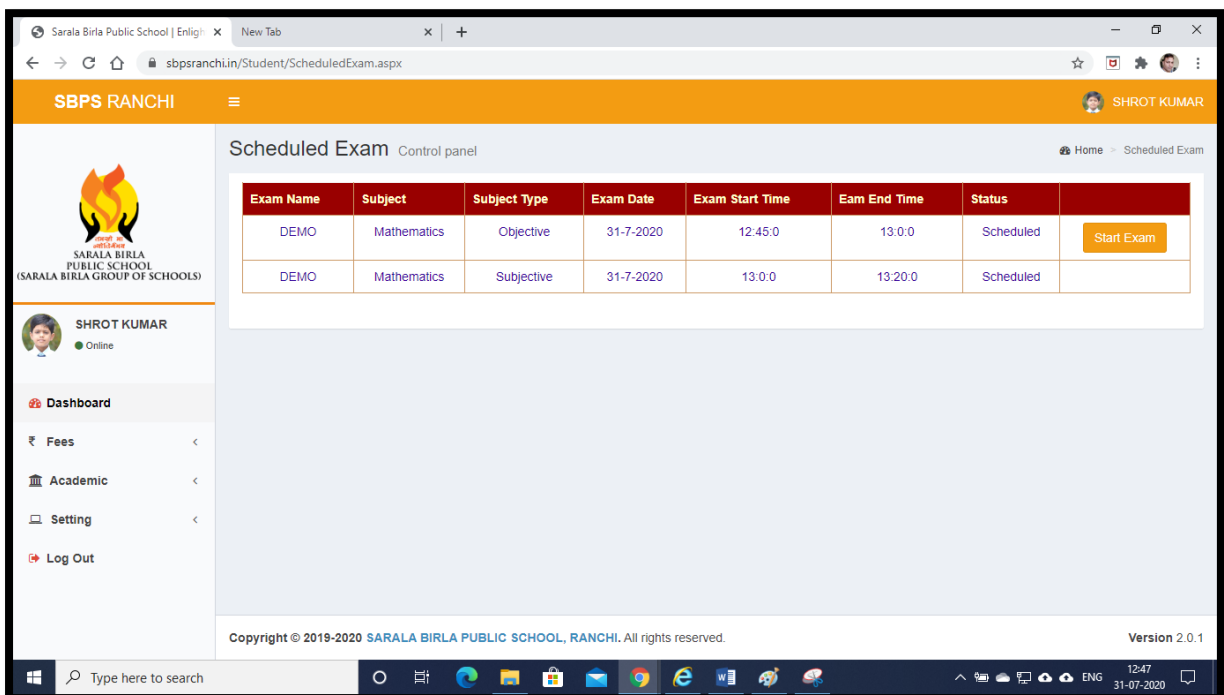
**Personal Details**

➤ From Left Panel, Select Academic → Scheduled Exam

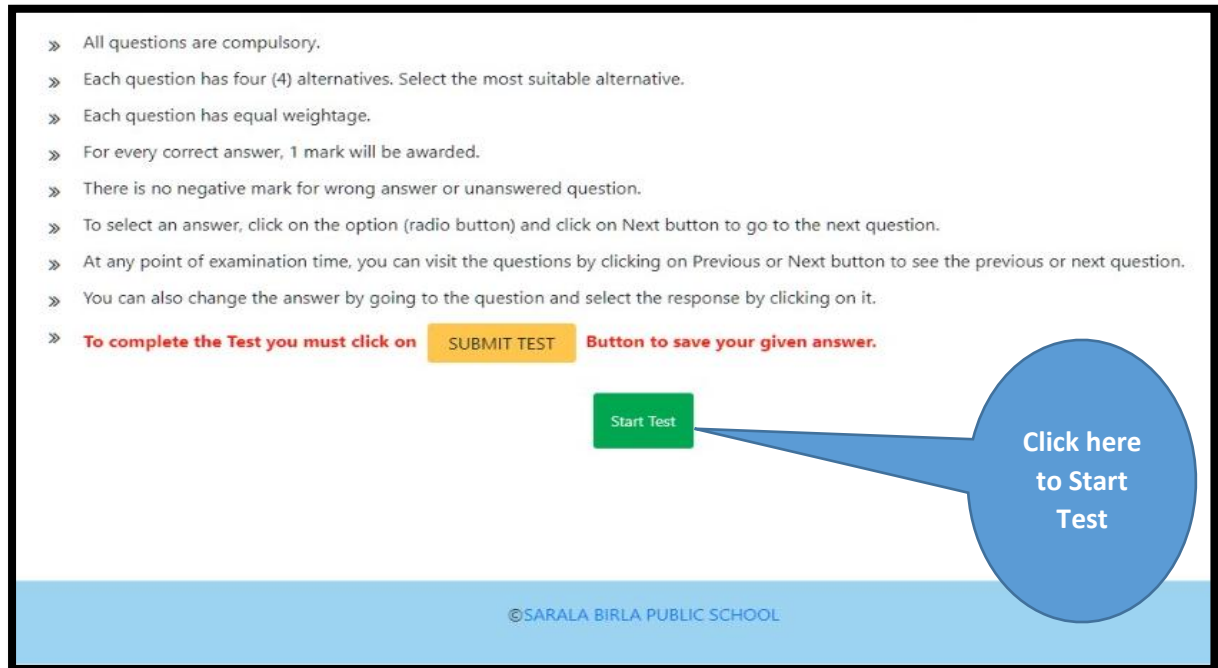


Select Scheduled Exam from Academic

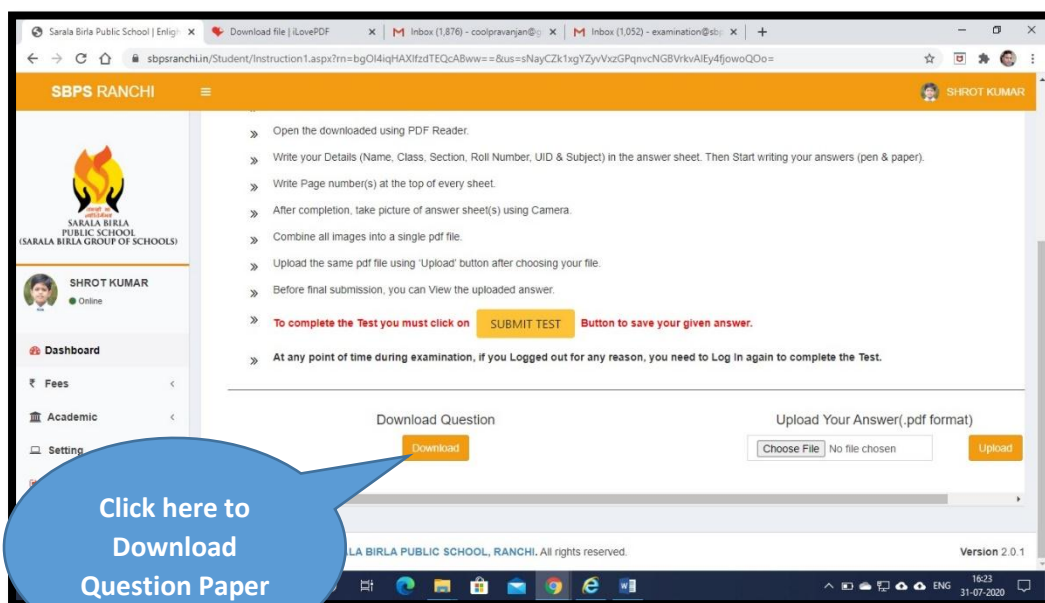
- After selecting 'Scheduled Exam', the screen will appear like this (Showing list of Subjects Scheduled now onwards). The button 'Start Exam' will only get activated as per scheduled time i.e. for Objective Test, **15 Minutes** before the scheduled time and for Subjective Test, **10 Minutes** before the scheduled time.



- General Instruction Page will open. Go through the Instructions properly. Then click on '**Start Test**' on scheduled time only.

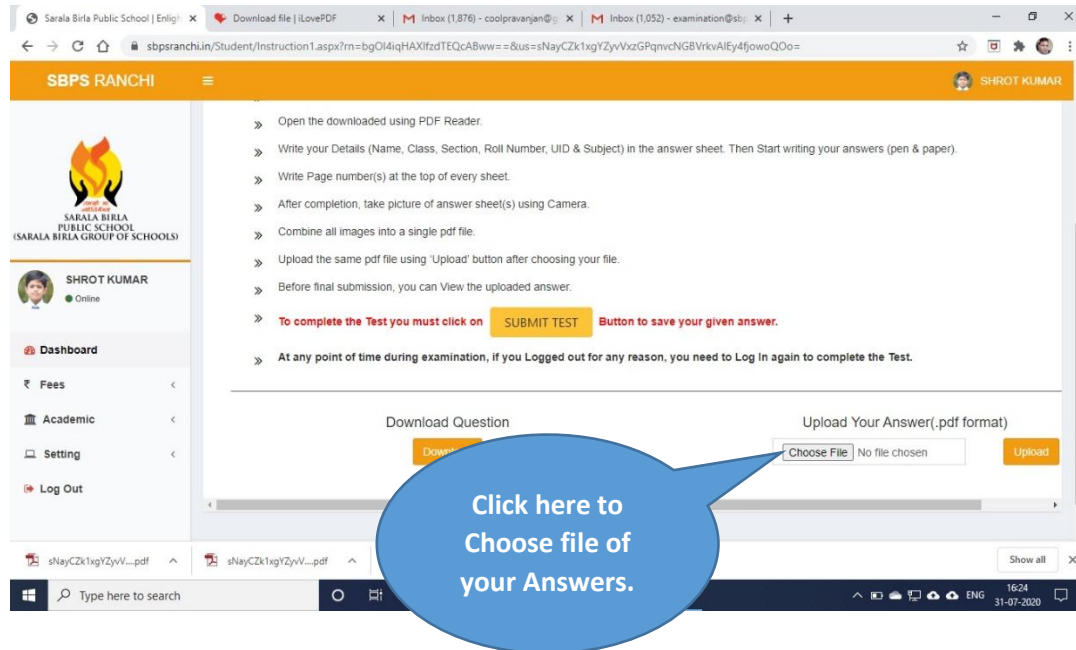


- After completion of '**Objective Test**', go back to 'Scheduled Exam' and start exam for **Subjective Test**.
- Click on 'Download' at scheduled time, to download the Question Paper.

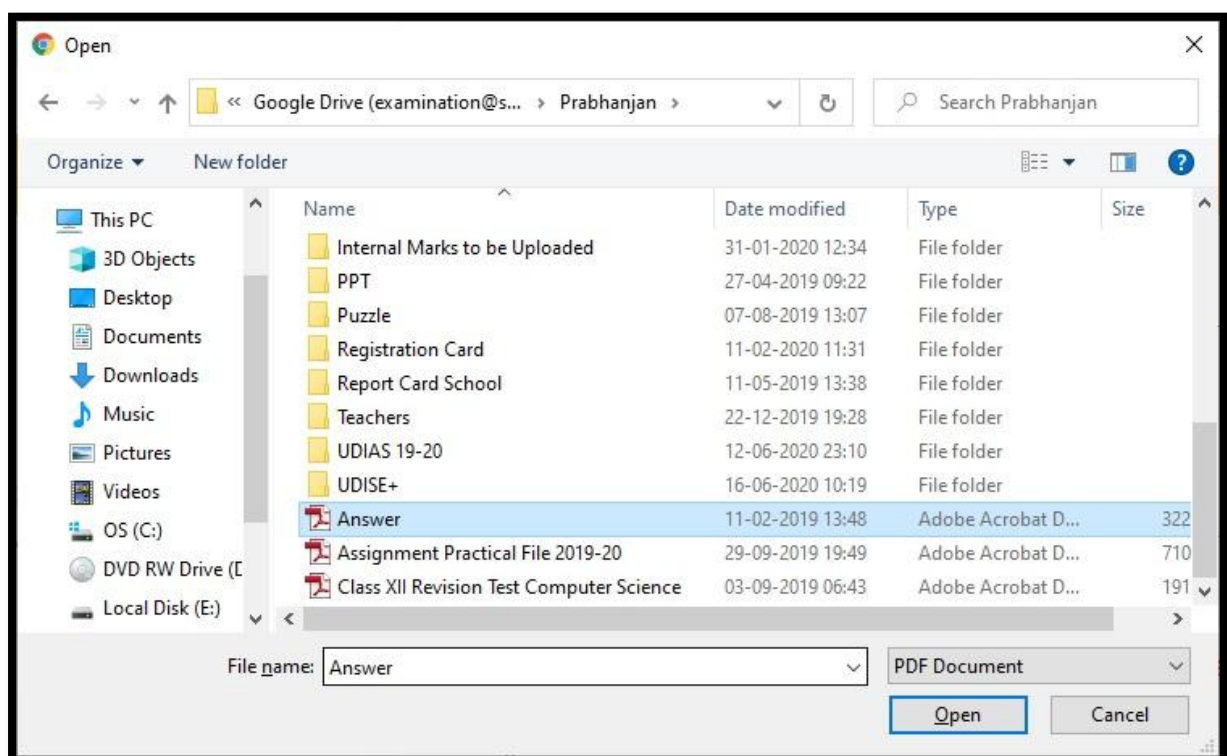


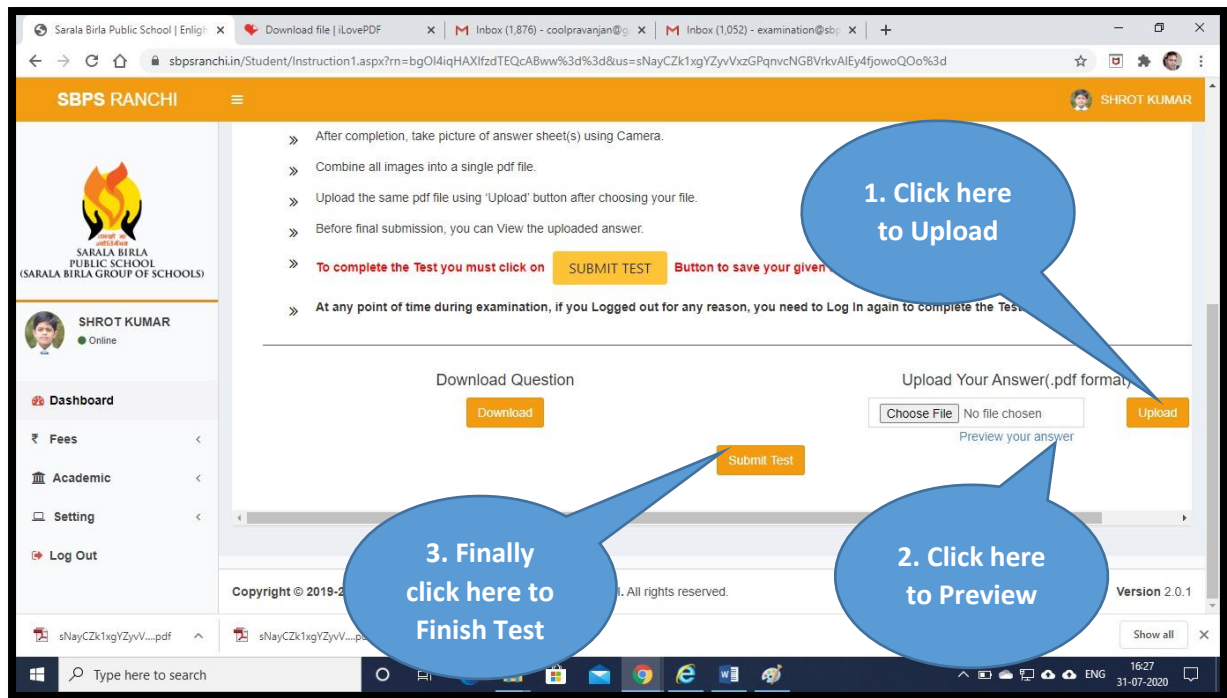
- Now Start Answering in Paper as per the downloaded questions. You are required to write your Name, UID, Class, Sec & Subject in first page of your answer. You are also required to write page numbers at the top of every page.

- Now take picture of your answers and convert all images into one pdf file and upload the same. **(Steps to combine images into PDF, explained in next page)**



- Select file (pdf) from the specific folder





- Finally Click on 'Submit' button to complete the Test. (Only PDF file will be uploaded)



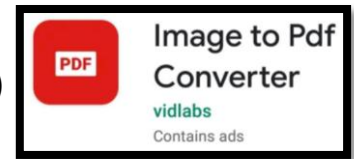
Next Page: Steps to combine multiple images into single PDF.

# How to combine multiple images into single PDF file format

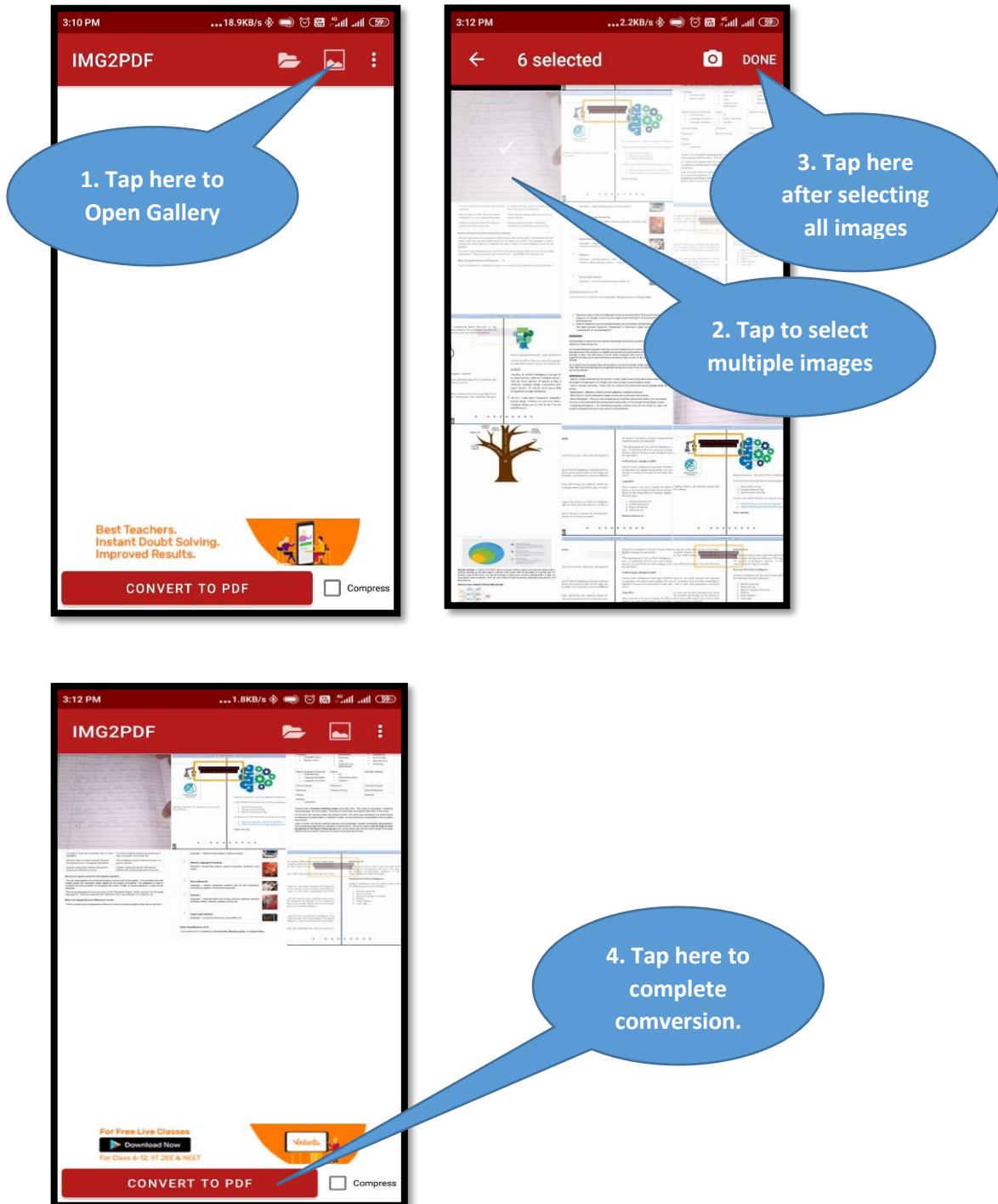
## 1. Using Smartphone

- Download 'Image to Pdf Converter' from Play Store.

(<https://play.google.com/store/apps/details?id=com.vidmar.pti>)



- Select images from gallery by tapping onto them.

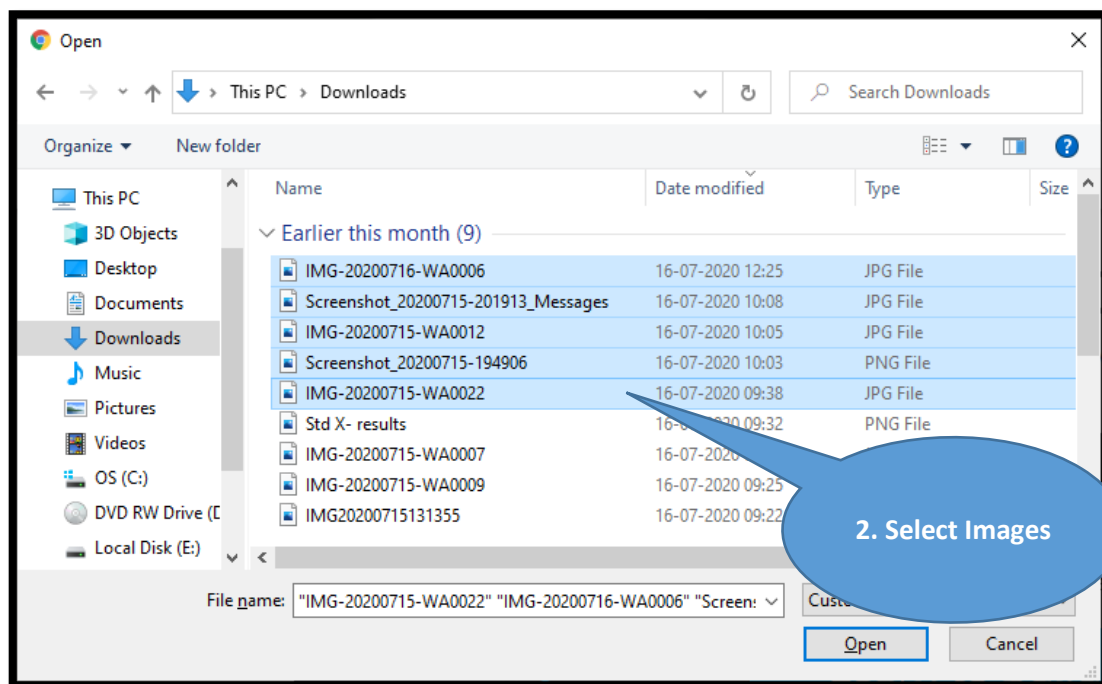
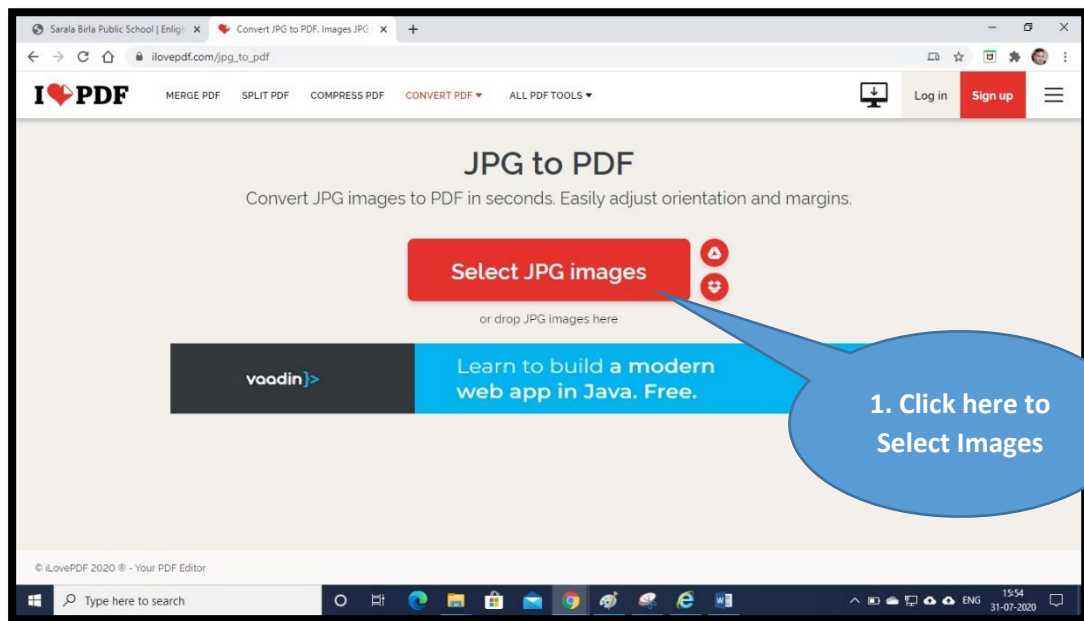


## 2. Using Computer (Online)

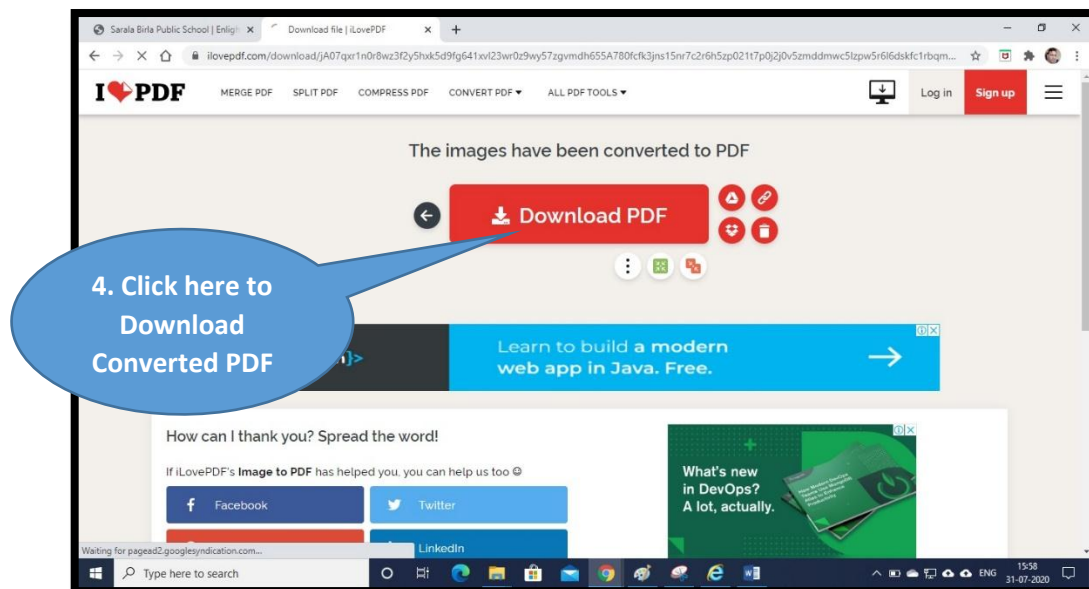
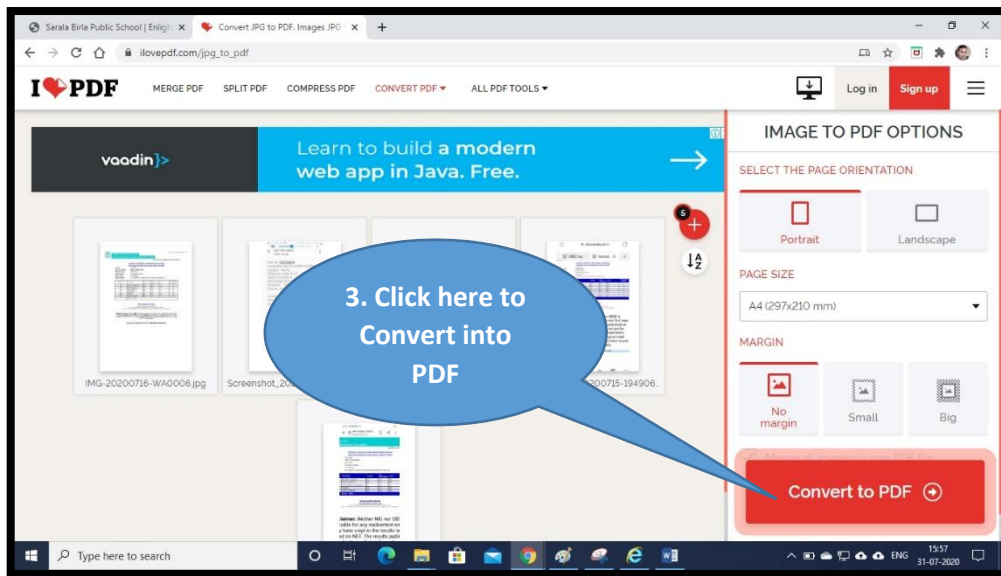


- Open a web page using the given URL (Address)

[https://www.ilovepdf.com/jpg\\_to\\_pdf](https://www.ilovepdf.com/jpg_to_pdf)







❧ *Best of Luck* ❧