BURNPUR RIVERSIDE SCHOOL
Affiliated to CBSE, New Delhi

FREQUENTLY ASKED QUESTIONS (FAQ) REGARDING THE EXAMINATION PORTAL

Important Instructions to be followed before entering the Examination Portal:

1. Update your Google Chrome browser.

2. Positively restart your phone before starting your examination to make the phone free from any unnecessary apps.

3. Go to phone settings→App/Manage App→App List [in some mobile sets]→Chrome →Storage→Clear Cache

SL. NO	QUERIES	ANSWERS
1	What is the address of school website?	**www.brschittaranjan.net**
2	How to enter in the Examination Portal?	**Step 1- Login Through Chrome using the following URL: brs.thinkmerit.in** **Step 2- Click on Students Login and Enter "ADMISSION NUMBER OF YOUR WARD" as User ID / Registration Number.** **Step 3- Use "THE MOBILE NUMBER REGISTERED WITH THE SCHOOL" as password.**
3	What is the next step after entering the examination portal?	**After entering the examination portal, click on 'Test'.**
4	How to find a scheduled test?	**On clicking the option 'Test', scheduled tests will be automatically displayed. (Please login 5 minutes before your examination time schedule)**
5	How to enter the test?	**Find the scheduled test and click on 'Ready to check option'. Allow "Camera" and "Microphone" to access and after that accept the Terms and Condition by clicking in Check Box. Then click "Start" to proceed.**
6	How to write answers for the subjective questions for all classes	• **Write all subjective answers including MCQ /Fill in the blanks/ Short answers on:** a) **New thin note books/one note book/Loose sheets taken from the subject wise classwork copies [for classes NUR to V]** b) **Ruled A4 size paper/loose sheets from their big sized notebooks [for Classes VI to XII] only.** • **Must write Name of student, Class, Section, Subject, date of exam and page number on the top of the paper.** • **Answer numbers to be written with proper question numbers.** • **Uploading of the answer sheets to be done in proper sequence according to the page numbers.**

7	**How to upload an Image?**	After Writing all the answers on the papers click on 'CAPTURE IMAGE'. The camera will be automatically activated. Click the image of the paper and click on 'OK' [for some mobiles click on the √ sign] and upload for uploading the image. Images of all the pages of the answer scripts are to be uploaded one by one in proper sequence as per the page numbers. For confirmation you can see the images uploaded by you under the heading 'UPLOADED IMAGES'. This process is to be done before clicking on the 'Submit' button. In case of any problem or error faced during the uploading of the images just click on the 'Submit' button to end the test or Logout of the Webpage for auto submission and then follow the following steps: • **Login again and click 'Test'** • **Click on 'PDF UPLOAD / UPLOAD PDF' just beside the attempted button.** • **On the next page click on 'UPLOAD FILES'** • **Click on the camera option to activate the camera to capture images.** • **Lastly click on 'Done'** • **Same steps to be repeated for all the pages one by one.**
8	**How to upload a PDF?**	After clicking on Submit , click on 'PDF Upload' option. Again Click 'upload pdf' to upload files from your device (mobile or PC). You need to add all pages serially.
9	**When will the scheduled tests be accessed?**	The scheduled tests can be accessed during the exact date and time of the examination as per schedule.
10	**Is it necessary to keep the audio and video ON during the examination?**	Yes, Audio and Video of the student must always be ON during the entire examination.
11	**Are parents allowed to help their children during the exam?**	The parents of students in Classes Nursery - V can help their children only in the technical process. No parent can help their child in answering the questions.
12	**Can the portal be accessed through mobile phones?**	Yes, the portal can easily be accessed through mobile phones.
13	**What if I could not submit my images and by mistake clicked the submit button?**	• **Click on 'PDF UPLOAD / UPLOAD PDF' just beside the attempted button.** • **On the next page click on 'UPLOAD FILES'** • **Click on the camera option to activate the camera to capture images.** • **Lastly click on 'Done'**

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		ONLY FOR CLASSES XI & XII GENERAL STUDIES
14	How to answer the MCQ questions for classes XI & XII GS?	For MCQs, click on the correct option in the portal itself. Click on "Save Next" to proceed for the next question.
15	How to submit the exam for classes XI & XII GS?	After attempting the last question, click on 'Save' or 'Submit' option to end the test.
16	Can the answers be edited during the examination for classes classes XI & XII GS ?	Yes, each answer can be edited before final submission by selecting the question numbers.
17	Can the answers be edited after final Submission for classes XI & XII GS ?	No. Once submitted, the answers cannot be edited.

IMPORTANT CONTACTS FOR ALL CLASSES

EXAMINATION TIME	CLASS	CONTACT NUMBERS
8:00 AM TO 9:30 AM	III	7584003990/8116406781
	IV	8967639111/9933965646
	VI	9564810270/9474541604
	VII	9933965646/7908855373
10:00 AM TO 11:30 AM	NUR	7584003990/8116406781
	PREP	8967639111/9933965646
	I	7584003990/8116406781
	X	9564810270/9474541604
	XI-XII	9933965646/7908855373
12:00 PM TO 1:30 PM	II	7584003990/8116406781
	V	8967639111/9933965646
	VIII	9564810270/9474541604
	IX	9933965646/7908855373