

CENTRE FOR DISTANCE & CONTINUING EDUCATION
UNIVERSITY OF PERADENIYA
Technical FAQ for the Students Taking the BA 100 level examination
(Online open book take home examination- 2018 batch)

Q: What rules do I have to follow when scanning and uploading my answer scripts?

A:

- Answers for one question paper for a given subject should always be scanned in one PDF document.
- The PDF of the scanned answer script should not exceed 5MB (five megabytes)
- You are advised **not to exceed the page limit** mentioned in each paper. Excess pages will not be read when marking your answers. This will help you to keep the file size less than 5MB. In order to adhere to this limit, you can try to write 200-250 words per page when you are writing descriptive answers.
- Your scan should always be in PDF format. JPGs/ PNGs or any other image formats or word files (.doc, .docx) are not allowed to upload.
- **You should always remember to click on “Save Changes” button after uploading your answer scripts.** If you forget to click on this, your file will not be saved in the system.

Q: At what time should I upload my answer script?

A: As soon as you have completed writing your answers you should scan your answer scripts and upload to the CDCELMs. This way you can avoid congestion and errors that may arise in the online system. You are strictly advised not to wait until the last moment.

Q: How can I scan my answer scripts?

A: Refer to this tutorial <https://youtu.be/5uu-S2qreA8>

Q: Am I allowed to use any type of scanner/ scanning App?

A: Yes, you can use any type of scanning device or a scanning mobile application to scan your answer scripts as long as your scan is clear and in single PDF. Eg: Adobe Scan, Cam Scanner, Google Drive Scanning feature, etc.

Q: My scanned pages are not clear. What can I do?

A: If the contrast/ brightness have increased in the scanned pages and your handwriting is not clear, turn off your flasher and scan your scripts again. However, if your pages are too dark you may have to turn on the flasher and scan again.

You should remember that you are not allowed to combine photos of answer pages to generate the PDF answer script other than using a scanning app to scan the pages. This will generate a low quality PDF.

Q: Can I type write my answer scripts?

A: No, you are not allowed to do so. Answers should always be hand written.

Q: Should I follow any standard when re-naming my scanned answer script?

A: Yes, the answer scripts relevant to the subject should be renamed as given below.

Eg: Subject code _Username (FNDE101_aeba20189997)

Q: CDCELMS is taking too long to load. What can I do?

A: This is either because of your internet connection/ signal issue or because of the last minute traffic in the CDCELMS. To avoid last minute traffic in the system, you should always upload your answer scripts as soon as they are written and scanned.

Q: I am unable to upload my answer script. I got an error message.

Error message: filetype cannot be accepted

A: You can upload only PDF files. You are not allowed to upload other file types.

Error message: The file is too large. The maximum size you can upload is 5MB

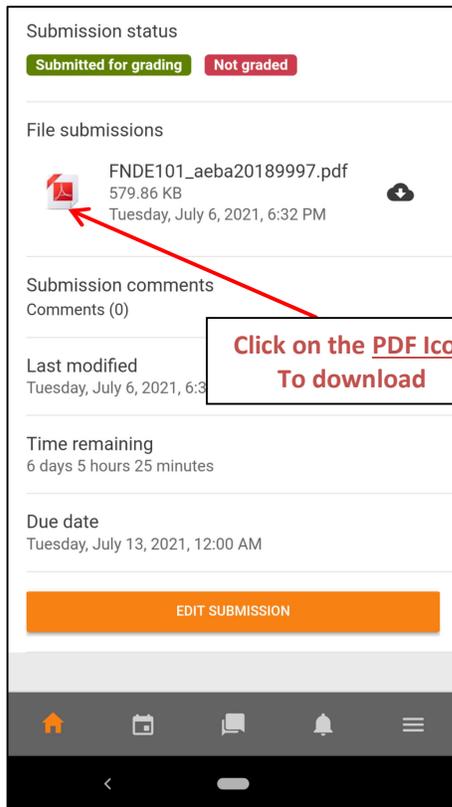
A: Your scanned file should not exceed 5MB. If you have adhered to the page limit and still your file size is 5MB you can use a compression tool.

Eg: Follow this tutorial to compress your files: <https://youtu.be/cyNOS2bqn1s>
You are advised not to use online compressors as your answer scripts are confidential.
Remember to rename the file according to the instructions given earlier.

Q: I got an error while uploading my file. But it was uploaded. How can I know if my file was correctly uploaded?

A: If your file is correctly uploaded, then it should be displayed with a PDF icon (on the mobile phone) or a PDF link (on the desktop or laptop) on your submission page. You should always click on that icon/link to see if your file is getting downloaded to your device. Once downloaded, view the file and check if it is viewable/ readable and if it contains the pages of the uploaded file correctly.

Mobile Phone View



Click on the **PDF Icon**
To download

Desktop/ Laptop View

Submission status	Submitted for grading
Grading status	Not graded
Due date	Tuesday, 13 July 2021, 12:00 AM
Time remaining	6 days 5 hours
Last modified	Tuesday, 6 July 2021, 6:32 PM
File submissions	FNODE101_aeba20189997.pdf 6 July 2021, 6:32 PM

Click on the **PDF link**
To download

Q: I need to re-upload my file. How can I do this?

A: You cannot upload more than one file per subject, if you want to replace, you should delete previously uploaded file and upload the updated file before the deadline. Follow following methods to replace your file;

Method 1: Go to the submission page and click on “Edit Submission” button. Then, click on the file and click on “Delete” button. Then select “OK” on the confirmation message. Now you can select your updated file and upload. Remember to click on “Save Changes” button to save your file.

Method 2: Go to the submission page and click on “Edit Submission” button. Then, drag and drop the updated file (previous file and updated file should have the same file name) and select “Overwrite” on the confirmation message. Remember to click on “Save Changes” button to save your file.