



How to Upload Your Handwriting File for Correction

File Upload Instructions

8/11/2024

Academic Dept.

info@uacalligraphy.ac

Table of Contents

Step 1: Download the Handwriting Level Test Form	2
1. Open Your Web Browser:	2
2. Visit the Download Website:	2
3. Locate the Handwriting Level Test:	2
4. Download the Form:	2
Step 2: Complete the Handwriting Level Test.....	2
1. Print the Test Form:.....	2
2. Fill Out the Form:	2
3. Scan the Completed Form:.....	2
Step 3: Upload the Completed Test Form	3
1. Visit the Upload Website:	3
2. Sign In/Sign Up:.....	3
3. Navigate to the Upload Section:.....	3
4. Select Your File:	3
5. Upload the File:.....	3
6. Confirm Submission:.....	3
Step 4: Verify Your Submission	3
1. Check Confirmation:	3
2. Keep a Backup:.....	3

User Manual:

Steps to Upload the Handwriting Level Test for Arabic Calligraphy

Introduction

This guide provides step-by-step instructions on how to download and upload your Arabic calligraphy handwriting level test. Follow these steps carefully to ensure your test is successfully submitted.

Step 1: Download the Handwriting Level Test Form

1. Open Your Web Browser:

- Launch your preferred web browser (e.g., Chrome, Firefox, Safari).

2. Visit the Download Website:

- In the address bar, type www.uacalligraphy.ac and press **Enter**.

3. Locate the Handwriting Level Test:

- On the homepage or the relevant section, find the link or button labeled **"Download Handwriting Level Test Form."**

4. Download the Form:

- Click on the download link. The form will be saved to your computer, typically in your "Downloads" folder.

Step 2: Complete the Handwriting Level Test

1. Print the Test Form:

- Open the downloaded form on your computer.
- Print the form using a printer connected to your computer.

2. Fill Out the Form:

- Using a pen or calligraphy tools, complete the handwriting level test according to the instructions provided on the form.

3. Scan the Completed Form:

- After completing the test, scan the form using a scanner or a mobile app that supports scanning.
- Save the scanned document in a format such as PDF or JPEG.

Step 3: Upload the Completed Test Form

1. Visit the Upload Website:

- Open your web browser again and go to www.uacalligraphy.ac/mace

2. Sign In/Sign Up:

- If you have an account, sign in using your credentials.
- If you do not have an account, follow the on-screen instructions to sign up and create one.

3. Navigate to the Upload Section:

- Once logged in, locate the section labeled "**Upload Handwriting Level Test**" or a similar option.

4. Select Your File:

- Fill the form data.
- Click on the "**Browse**" or "**Choose File**" button.
- Navigate to the folder where your scanned test form is saved.
- Select the file and click "**Open.**"

5. Upload the File:

- After selecting the file, click the "**Upload**" button.
- Wait for the upload to complete. This may take a few moments depending on your internet speed.

6. Confirm Submission:

- Once the upload is complete, you should receive a confirmation message on the website.

Step 4: Verify Your Submission

1. Check Confirmation:

- Ensure that you have received a confirmation message or email confirming that your test has been successfully uploaded.

2. Keep a Backup:

- Retain a copy of your completed test form and the confirmation message for your records.

Conclusion: By following these steps, you will successfully download, complete, and upload your Arabic calligraphy handwriting level test. If you encounter any issues during the process, refer to the support section on the upload website or contact their customer service for assistance.

For more details, please contact the university administration or visit the website: www.uacalligraphy.ac
Contact us: Info@uacalligraphy.ac