



UNIVERSITY OF COLOMBO, SRI LANKA

FACULTY OF TECHNOLOGY

The Degree of Bachelor of Biosystems Technology in Agriculture

The Degree of Bachelor of Biosystems Technology in Environmental Technology

The Degree of Bachelor of Engineering Technology in Instrumentation & Automation

The Degree of Bachelor of Information & Communication Technology

Level ...Semester ... Examination - August, 21, 23 & 25, 2021

Special Instructions for Online Examination (in addition to UOC examination rules and procedures)

Students are requested to read the following information and instructions in relation to the conduct of the Online Examination.

Before the examination:

1. Make sure you have appropriate devices/connectivity/access to LMS made ready for participating in the online examination
2. Make sure that you have installed appropriate scanning software on your smartphone. (e.g Genius Scan, Mobile Doc Scanner, Handy Scanner, CamScanner) to scan your answer scripts to PDF.
3. Make sure to do a trial run of scanning to check whether the software is working and PDF is creating.
4. Make sure to do several rounds of trail scanning to familiarize yourself with the software and its features.
5. Make sure that you have the Admission Card issued by the Examination Branch of the University of Colombo. If not, please inform the Academic Affairs Unit in advance: ar@tec.cmb.ac.lk
6. Make sure that you join the Examination zoom meeting with the identity of your Index number and not your registration number or name.

Nature of the online examination:

7. There is a stipulated time for each paper, and it is given in examination timetable.
8. You will be given an additional half an hour (1/2) to download the question paper and scan and upload the answer script.
9. A link will be uploaded to the LMS under the respective subjects for accessing the Question Paper.
10. Students must log in to the LMS 10 minutes before starting the examination and download the Question Paper to an appropriate device (e.g., Laptop/desktop/tab/smartphone).
11. Write answers to the questions on the blank paper (preferably foolscap/A4 paper) and upload the answer script within the given time.
12. Make sure to scan the answer scripts in one go (multiple scanning) in a readable PDF.
13. Make sure to submit PDF and not the photos of the answer scripts.
14. A drop/assignment box will be created in the LMS for submitting the answer scripts. Use the appropriate drop/assignment box relevant to your index number to upload your answer scripts.

Steps to be followed:

15. Log in to the LMS, click on the link to the Question Paper and get the Question Paper downloaded.
16. Write the answers foolscap/A4 paper that can be uploaded to the LMS,
17. Write your Index Number on the top of each page and number the pages of the answer script. Use X of Y format for page numbering. (i.e., If the total number of pages is 5, your first page should be numbered as 1 of 5).
18. Scan your answer scripts and make a single readable PDF file (merge all pages into a single file) and rename the file into your Index Number.
19. Upload the answer script (PDF file) and the duly filled examination information sheet to the LMS by using the appropriate drop assignment box.

During the examination:

20. Make sure to check the time duration given for each paper before starting to answer the paper.
21. Listen to all the instructions of invigilators carefully and comply with them meticulously.
22. The candidate should have selected an appropriate environment (undisturbed, quiet, and convenient place) for sitting for the examination.
23. The candidate should be in proper attire during the examination time.
24. Make sure visibility to the invigilators by enabling the camera of your device (mobile/tab/laptop/desktop) during the examination time.
25. Make sure to unmute your microphones, not talk with anyone, and not take or receive phone calls during the examination.

Assistance during the examination time:

26. A zoom link will be created and kept open during the examination time for any student to get any clarification.
27. The Supervisor/ Examiner/ Invigilators will be available throughout the period via the zoom link.
28. In case of a technical issue of disconnection, the student shall take a screenshot showing the disconnection/connectivity issue encountered and share it with the Supervisor immediately (through WhatsApp/Email/LMS) before the online assessment/exam ends.

In case of any problem with uploading the answer script to the LMS:

29. The student has to immediately contact the Supervisor/Invigilator for the difficulty/issues of uploading. In such a situation, on the advice of the Supervisor/Invigilator, email the answer scripts to the AR/FOT email address.
30. Please note that any answer script submitted after the stipulated time period will not be accepted / will not be considered for evaluation (any technical problems must be reported before the end of the session via email to the Supervisor/Invigilator/AR/FOT).

Refrain from engaging in examination misconduct

31. Refrain from obtaining assistance through improper means (e.g., asking help from any other candidate/ person) or giving help to any other candidate/ person during the examination time period.
32. Refrain from taking screenshots of the answers, exchanging them with any other persons, and copying and pasting questions and/or answers through any other media.
33. Refrain from posting any requests for clarification of exam contents.
34. Answer the required number of questions to the best of your ability while making reasonable assumptions, if necessary.
35. Please note that actions will be taken against the candidates if found guilty of misconduct, and the student's exam will be disqualified.