



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

**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 conducting Online Examinations.

PRE -PREPARATION FOR THE ONLINE EXAMINATION

Before the examination:

1. Make sure that you have appropriate devices/connectivity/access to LMS made ready for participating in the online examination. Using multiple devices for the examination is not allowed.
2. Make sure that you have installed an appropriate scanning software on your smartphone. (e.g Genius Scan, Mobile Doc Scanner, Handy Scanner, CamScanner) to scan your answer scripts and save as PDF files.
3. Make sure to do a trial run of scanning to check whether the software is functioning properly and whether the scanned file is saved as a PDF.
4. Make sure to do several rounds of trial scanning to familiarize yourself with the relevant scanning 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 AR/FOT in advance: ar@tec.cmb.ac.lk
6. Make sure that the Webcam, front Camera of the mobile phone or laptop is properly functioning and producing clear images.
7. Make sure that the LMS can access your Webcam/front Mobile Camera throughout the examination period (Please note that Anti-virus software may block the LMS from accessing the Webcam/front Camera of the mobile phone. In such a situation, you may need to disable the anti-virus software).
8. Make sure that you join the Examination zoom meeting with the identity of your Index number and not your registration number or name.
9. Login to the zoom link provided One hour prior to the examination and show your Student Identity Card and the Examination Admission Card to the assigned respective Invigilators (You can logoff from the Zoom as soon as you have showed your identity).
10. Listen to all the instructions of invigilators carefully and comply with them meticulously.

NATURE OF THE ONLINE EXAMINATION

11. The examination will be conducted via the LMS
12. There is a stipulated time for each paper, and it is given in the examination timetable and the respective paper.
13. You will be given an additional 15 minutes to scan, convert to the pdf and upload the answer script to the LMS.
14. Question paper link will be created under the respective subject in the LMS to access the Question Paper.
15. Before starting the exam, show your Student ID Card using the webcam or Front camera of your mobile phone, laptop or Desktop. Keep the camera focus to you during the entire examination time.
16. The students must login to the LMS under the respective subjects on time. You have to answer the MCQ questions before the structured paper (if the paper is having both MCQs and Structured questions).
17. After answering the MCQ paper the student should submit the MCQ answers within the given time, If not all the answers given will be submitted automatically.
18. Students can access the Structured Question Paper from the LMS.
19. Write the answers to the questions on the blank paper (preferably foolscap) based on the instructions given and upload the answer script within the given time.
20. Make sure to scan the answer scripts in one go (multiple scanning) in a PDF. Please note that the scanned documents should be **clear and readable**.
21. Make sure to **submit PDF** and **not the images** of the answer scripts.
22. A drop/assignment box will be created in the LMS for submitting the answer scripts. Using the given drop/assignment box upload your answer scripts.
23. When students submit responses to online assessments, he/she must sign and agree to an academic integrity declaration form provided by the Faculty of Technology, University of Colombo and confirm the work as is his/her own, and he/she has not communicated with

any person, persons or organization regarding the examination at the time of answering the question paper before sitting for the examination by placing the e-signature on the given form and send it back to the AR/Examinations of the Faculty.

STEPS TO BE FOLLOWED DURING THE EXAMINATION

24. All students should have a smart phone//Desktop/Laptop/ or tab and make sure that it has a proper and reliable Internet connection.
25. Login to the LMS using your credentials and go to the respective course module of the exam **5 minutes before the examination starts**.
26. If you are using a mobile phone to access the examination, **Use the web browser** to access the LMS.
27. Clear cookies in your browser before the examination to ensure smooth operation.
28. DO NOT use private browsing mode of the browser to access LMS and the examination
29. Make sure that the LMS can access your Webcam/front Mobile Camera during examination period by allowing the notification related to the examination.
30. When you access the examination course module at the first time, please click the **'identification link'** to prove your identity by showing the Student Identity Card.
31. Allow the LMS to access your webcam/mobile phone camera and point your face and then your identity card to the camera and hold it steady for at least 60 seconds (one minute). Your camera must generate clear images. Then type your index number in the given text field and submit (click on **Finish Attempt** and then click on **Submit all and finish**).
32. The **examination paper** may contain sections with Multiple Choice Questions (MCQs), or Structured Essay Questions (SEQs) or Essay questions (EQs) and combinations.
33. If the examination paper consists with MCQ-type questions, answer the MCQ questions first, and then structured / structured essay paper.
Note: To access these questions you need allow LMS to access your webcam/mobile camera through the LMS as you are being monitored throughout the examination period.
34. Answer the MCQ paper and submit the answers within the given time (click on **Finish Attempt** and then click on **Submit all and finish**) Note: the LMS will be monitoring you via the camera.

35. Structured Essay Questions and Essay Questions can be accessed by clicking the respective links. Structured Essay Questions and Essay Questions will appear on the LMS.
Note: the LMS will be monitoring you via the camera of your device throughout the examination.
36. You must answer the questions of the Structured Essay Questions or Essay Questions section making sure your camera of your device could be monitored by the LMS.
37. During the period you are answering the Structured Essay Questions or Essay Questions section you have to **keep the camera focus towards you** during the entire examination time.
38. Write the answers in foolscap paper that can be scanned and uploaded to the LMS.
39. 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).
40. Scan your answer scripts and make a single readable PDF file (merge all pages into a single file) and rename the file into your course code and Index Number (Ex: IC3005-201800025).
41. Upload the answer script (PDF file) and the duly filled examination declaration form provided to you to the LMS by using the appropriate drop assignment box.
42. The student is responsible for submission of **clear readable answers**.

DURING THE EXAMINATION

43. All students should have a smart phone//Desktop/Laptop/ or tab and make sure that it has a proper and reliable Internet connection.
44. Make sure to check the **time duration given** for each paper **before starting to answer** the paper.
45. The candidate should select an appropriate environment (undisturbed, quiet, and convenient place) to sit for the examination.
46. The candidate should be in proper attire during the examination time.
47. Make sure visibility to the invigilators by enabling the camera of your device (mobile/tab/laptop/desktop) during the examination zoom meeting time.
48. Make sure to **unmute** your microphones during the examination zoom meeting conversations with the Invigilators/Supervisors.
49. Make sure not to talk with anyone, and not to take or receive phone calls during the examination.

ASSISTANCE DURING THE EXAMINATION TIME

50. A zoom link will be kept open throughout the examination time period for any student to get any clarifications and to inform any technical failures.
51. The Supervisor/ Invigilators will be available throughout the period via the zoom link to report any technical issue occurred during the examination.

52. *In case of the technical issue:*

a. Disconnect of the Internet

If the student use the laptop or desktop he/she can get the screen shot and save it. When the connection is restored, send the screen shot/s to the supervisor and if he /she has time left, he can continue the exam.

b. Power outage

If the student use a laptop he/she can get the screen shot/proof from local CEA about the disconnection of the power and send to the supervisor. If he is using the router he/she can use the mobile data to connect to the LMS until the power is available. If he is using the desktop he has to login to the LMS using the mobile phone (If there is a power failure during the examination the student should provide evidence from the local CEB authority to prove that such a situation has occurred).

The student shall take screenshot/s showing the disconnection/connectivity issue encountered and share it with the Supervisor/Invigilator immediately (through WhatsApp/Email/LMS) before the online assessment/examination ends.

**IN CASE OF ANY PROBLEM WITH UPLOADING THE ANSWER
SCRIPT TO THE LMS**

53. The student has to **immediately** contact the Supervisor/Invigilator regarding any difficulty/issues arising on the LMS relevant to the given question paper and / or uploading the structured paper or during the period of answering the MCQ paper. In such a situation, on the advice of the Supervisor the student should email the answer scripts to the e mail address given by the AR/FOT.
54. 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

55. Plagiarism, impersonation, third party assistance and cheating are punishable offences.
56. 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.
57. 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.
58. Refrain from posting any requests for clarification of exam contents.
59. Answer the required number of questions to the best of your ability.
60. Please note that actions will be taken against the candidates if found guilty of misconduct, and the student's exam will be disqualified.
61. If a student is unable to complete the paper due to any acceptable and valid reason, he/she can sit for the examination for the second time. In that case the incomplete first attempt will not be countered as the first attempt and will be not be graded.
62. To **sit for the examination** for the **second time** at a date and time scheduled by the Faculty, he/she should sign a consent form agreeing to sit for the second time. If not whichever the marks for the first attempt will be considered with the consent of the student.

63. If the student is unwilling to participate in the Online Examination

In case a student is unwilling to take part in the proposed online assessments, the university will allow the student to defer the required assessments up until the immediate next semester/academic year and complete the course unit/module on-site (if it is applicable) without any academic penalty.