

Student's Guideline for Online Open book Examination 2022

Level 6 Semester II Examination (2018 Batch) and Level 5 Semester II Examination (2019 Batch)

Mode of Examination

- Online examinations are conducted through Zoom and Google Classroom platforms.
- The students are required to fill the attached Google form related to your study program, to apply for all the first attempt and repeat examinations of all modules.
- The students should answer the question in the Google application form regarding the consent to proceed with the online examination.
- Students are required to agree and sign an academic integrity declaration statement to confirm that the answer scripts submitted are his/her own effort and not communicated with any person until the submission of the answer scripts. This declaration form will be sent to you prior to the examination.
- The admissions will be issued only for students according to the eligibility for the examination who have applied for the examination and submitted declaration form.
- In case a student finds it difficult to take part in the online examination for some valid reason approved by the institute, the college will permit such students to visit the college premises and sit for the same examination on the same date and at the same time. Such arrangement will only be made to the students who have made prior consent and request through the student application form. **In case the circumstances of the Covid-19 pandemic are such that the physical (on-premise) examination is not practically conductible, the college has no choice but an online examination for which the students shall be ready and shall not lose that one-time final opportunity.**
- The structure of the question papers will be conveyed to the students in due course.

Preparation for Online Examination

- All correspondence of the online examinations will be done through separate Google Classrooms.
- A cover page and a model answer script will be sent to you prior to the examination. **Students shall print enough number of copies of the cover page according to the number of modules that they are supposed to sit for and enough number of copies of**

the model answer script to write answers at each examination prior to the exam and be ready.

- Students are not allowed to answer in blank A4 sheets, foolscap sheets or any other paper except the model answer scripts provided by the college.
- An e-copy of the exam admission will be sent to you prior to the examination and a **printed copy of the exam admission** should be ready with you when you sit for each examination.
- The students will be provided with relevant zoom links to join the online examination prior to the scheduled exam dates.
- Students should download CamScanner App to your mobile phone to take photographs of the cover page, each page of the answer script and signed admission.

During the Examination

- Students should log in to the examination session via the zoom link sent, 30 minutes before the examination begins.
- Students shall rename themselves in zoom as: <Index No>Name
Ex: MT/AMT/F/18/0001 - Amarasinghe A.P.I.
MT/FDT/F/19/0016 - Amarasinghe A.P.I.
- Students should prepare a suitable atmosphere and a place free from disturbances to face the online examination. The selected location should have an uninterrupted internet connection throughout the duration of the examination.
- Students are required to keep at least two (02) devices in hand during the examination.
- Highly recommended having a fully charged laptop/desktop with a fully charged smartphone.
- If students are using a fixed Wi-Fi connection, they must keep the mobile with mobile data available or a computer with an internet connection through a dongle.
- The supervisor will provide common instructions to all students in the zoom room prior to the examination.
- The students should switch on their web cameras from the login and keep the camera turned on throughout the examination.
- The students shall keep their student ID card/National Identity Card/Valid Driving License or Passport and the exam admission available with them to show the supervisor/invigilator on request to prove the identity.
- The question paper will be available in Google classroom by the start time of the examination. Students are required to download the examination paper and refer it.
- When answering, each question should be answered on a new page and answers should only be written on **one side of the paper**.
- Students must duly fill the cover page for each module and bind it with the answer scripts.

- Students should write page number in each page and mention them in the cover page as well.
- When the allocated time for each examination is over, the students shall take very clear photographs of the cover page, each page of the answer script and signed admission by using CamScanner (Software) and prepare as one PDF document. Please check if all photographs are attached in the PDF according to page numbering order.
- You should save PDF file as <Index No>module code.Ex: -
MT/AMT/F/18/0001 - D15C001M02
- Email the PDF document to the email address provided for the relevant Course Coordinator within **30 minutes** after the duration of the examination. Mention the Module code and Index Number as the subject line of the email.
Ex: MT/AMT/F/18/0001 - D15C001M02
- The invigilators will observe the students in the zoom sessions until the end of The examination and students are required to stay online throughout the examination.
- In case if a student is faced with any technical issue during the examination or the uploading period, they must contact the supervisor or invigilator immediately.

After the Examination

- At the end of the whole examination all answer scripts of all the modules along with the signed examination admission should be sent to the Examination Division of the University College of Matara through registered post or courier service on or before 07th March 2022.
- Clearly state the name of the examination, the study program, student name and index number on the top left-hand corner of the envelope as following the below format.

Answer Scripts of Online Examination – 2022

Name of the Examination.....

Name of the Study Program.....

Index No & Student's Name:.....

- Addressed to:
Assistant Registrar,
Examination Division,
University College of Matara
No. 690, Tangalle Road,
Meddawatta, Matara