

Guidelines for Students: Remote/Online Final Examination

These are general guidelines. Specific instructions would be given by the lecturer in charge for each course.

1. You need an appropriate location to take the exam, an internet connection, a device for internet access and a way to scan the answer script (use of a scanning software is highly recommended. Ex: Cam Scanner/ PDF scanner).
2. Download, install, and try out any scanning software before the exam.
3. Make sure to have adequate blank writing sheets, a calculator (if required) and writing materials at your working station.
4. Make sure the devices you are using are fully charged throughout the exam time period. In case of a loss of internet connection during the time of the exam, you can continue writing uninterrupted, with the downloaded question paper in your device.
5. If your laptop/phone battery is drained rapidly and get turned off in case of a power failure, make sure to have a backup. For example, take photos of the exam paper using another phone/ camera, as soon as you download the exam paper, and you must keep that device with you.
6. Before taking the test, close all other programs you may have opened on your device for making full use of it for the exam.
7. *Basically, there are three modes for delivering the exams.*

Mode A

All the students should log into the particular LMS course at least 15 minutes before the time of the exam. The question paper will be uploaded to the LMS 10 minutes before the time of the exam. In case if a student does not have access to LMS (eg. A repeat student) mode B will be adopted on request.

Mode B

You will receive the exam paper 10 minutes before the exam via email.
Make sure to have your personal email updated to the assistant registrar.

Mode C

Real time online exam which will be delivered thru LMS interface with the help of available tools therein.

8. Different departments will use a single mode or a combination of above modes to deliver the exams. Contact the lecturer in charge of a particular course to understand the exact mode of delivery and any additional or specific instructions!

Department of Chemical Sciences: *Mode A*

Department of Biological Sciences: *Mode B*

Department of Physical Sciences: *Modes A, B and C*

Department of Computing: *Modes A, B and C*

Department of Health Promotion: *Modes A, B and C*

9. If you are unable to retrieve (either download from the LMS or email) the question paper before the start of the examination, immediately call the invigilator assigned or the supervisor. Alternatively, you can text, send a message through Viber or WhatsApp, or send an email. You will be provided a specific email for this purpose.

Very important: In all the communications done via email, Viber, WhatsApp, etc. your index number, registration number and the course code should be included in the message or as the subject of the email.

For Modes A and B

10. Complete the exam on paper, write the index number on each page and number the pages. Include a cover page with the course name, course code, your index number and the number of pages of the answer script. Scan all the pages of your answer script in correct order using a relevant software and save as a single pdf file. The format of the filename should be “*course code_index number_registration number*” (eg. *BIO 4567_1234_ASB1718001*).
11. Upload your PDF file into LMS/ send it to the given email address depending on your mode. In case you fail to upload, alternative methods can be used. For example, email, WhatsApp, Viber etc. Make sure your submission is completed within the allotted time. However, you have to upload/email the answer script when the issues are resolved via the primary submission method.
12. You will be provided contact numbers of the exam supervisor, invigilators and the lecturer in charge prior to the exam. Do not hesitate to contact any of them during this period to get help if you would face with any issues or if you have questions such as uploading matters, typing mistakes in exam papers etc.
13. An additional 30 minutes on the exam time will be provided to account for the upload process of the answer script.
14. Your handwritten answer script and the softcopy should be stored securely.
15. Your handwritten answer scripts of all the courses should be posted via registered post at the end of the whole examination to Assistant Registrar, Faculty of Applied Sciences, Rajarata University of Sri Lanka, Mihintale.

This is similar to the handing over the answer script to the invigilator/ supervisor in the examination hall. It is the responsibility of the candidate. If the handwritten answer scripts are not received at the AR’s office or if sending the answer scripts cannot be proved, the candidate shall be considered as was absent for that examination. Your handwritten answer scripts will be verified with the softcopy submitted. The candidates should not write anything after submitting the softcopy. Further work on the answer script after the due time period shall be considered as an examination offence and shall be dealt accordingly.

For Mode C

16. The online examination will be available for a period not less than 30 minutes more than the designated time for the examination. For example, if the examination is one hour, the total duration will be 90 minutes. However, for each candidate the time allowed will be one hour.
17. If you successfully login to the LMS and "Attempt quiz now" button is displayed after opening the link to the exam paper, you can click on "Attempt quiz now" (and also “Start attempt” button) to start the exam if the starting time of the exam is reached.
18. If the starting time of the exam is not reached, you have to wait until it is reached.
19. If you successfully open the exam paper, you can continue answering it.
 - a. While you are answering LMS will automatically save your answers every 15 seconds.
 - b. If you logout from the LMS while answering to the paper due to any reasons you can re-login to the LMS and you can continue answering the paper from where you stop it.

20. After completing all the questions, to finish the exam, click "Finish attempt" button on the bottom of the page and click on "Submit all and finish" button displayed on "Summary of attempt" page.
- When you click the Finish Attempt button, LMS will show you a Summary of attempt page, listed whether an answer was saved, not answered, or incomplete for each question.
 - Check this summary carefully to be sure you have answered every question.
 - If there is still time remaining and the exam has not closed, click "Return to Attempt" to revisit, complete or change your answers.
 - If all correct, click on "Submit all and finish" to submit the paper.
 - After submit the paper, you will not be allowed to return to the exam later.
21. In case you lose connectivity during the examination, and if it is not restored within a reasonable time, you should inform the assigned invigilator / supervisor / lecturer in charge immediately. The lecturer in charge may send you an offline paper thru email, and in such cases, you will have to follow the guidelines given for Modes A and B. Alternatively, the lecturer in charge may set up a different examination at a later time. In the case that a different examination is set up, the lecturer in charge may change the type of examination as well.
22. If you lose the connection to the LMS or the Internet connection while submitting the paper, you can refresh the page using the Refresh button of the browser after reconnecting to get your answered paper back and resubmit it.
23. If you lose connectivity for a considerable time and if it is restored, you may immediately request an extension of time for submission by calling the invigilator / supervisor / lecturer in charge. However, this would be allowed only if your discontinuation is recorded in the LMS.
24. If you logout from the LMS, you can re-login to the LMS and you can resubmit the paper again.
25. If you cannot connect to the LMS again or cannot re-login, do not close the browser and click on the Back button of the browser and go to the paper and print it or take a photo of it and submit it through an alternative submission method.
- You can print the paper as a PDF file by pressing the CTRL+P key combination and select the printer as "Save as PDF".*
26. If you lose connectivity after you get the examination paper (while you are answering online), you will have to take screenshots of the answers you provided, compile them into one pdf file and sent the file through email, Viber or WhatsApp to the assigned invigilator or the supervisor.
- Very Important:** Do not send your file directly to lecturer in charge. Make sure that your file has been correctly delivered within the allotted time.
27. A student, who does not attempt the examination during the given time without a valid reason (eg. medical reason), shall be considered as was absent for that examination and shall not be given a second chance.

Exam Procedure in brief

1. Log into the LMS course site *at least 15 minutes before* the time of the exam if you would get the exam paper through LMS (Modes A and C).

OR

Be prepared to face the exam *before 15 minutes* if you get the paper via email (Mode B).

2. Ten minutes before the time of the start of the exam, the paper will be uploaded to the LMS course site/ delivered through email. In case the exam paper is delivered through LMS, you may need to refresh the course page to see the latest changes.
3. Download the paper from the LMS/ email and take photographs/screenshots of the paper using another device before the start of the exam, if necessary, as a backup (This step is important if you answer on paper. You are then able to continue to answer, even if there is power and/ or internet failure. You do not need to be connected to the internet while answering.)
4. In case you *cannot* download/ do not receive the email, immediately contact the supervisor and/or invigilator assigned. Alternatively, you can send a message thru text, Viber, WhatsApp or email to the corresponding email address provided.
5. At the starting time of the exam, start writing answers in the blank sheets at the working station and ***finish it by the given time.*** *Make sure to number each page in order and write the index number. Include a cover page with the course name, course code, your index number and the number of pages of the answer script.*
6. You will be given *additional 30 minutes* after the exam time, to scan your answer script, prepare it as a single document in PDF format, and upload it to the LMS / send thru email. In case you send your answer script thru email, you will receive an acknowledgement.

If you use LMS for the uploading, in order to double check the submission, open the submitted document and confirm that the final answer script is successfully uploaded. The final PDF **must** be renamed with relevant course code, your index and registration numbers.
PDF name format: eg. MAT 2222_1234_ASP1718001

7. Stay logged into the LMS course/ be available via email until you receive a confirmation notification for completion of your exam via LMS announcements/ email.
8. Send all handwritten answer scripts via registered post in a single package to the Assistant Registrar.

Note that, successful submission of a readable document according to the given guidelines within the given time frame as well as sending the handwritten answer scripts via registered post is the responsibility of the candidate. Unless the hardcopies are received, you may not receive a grade.