

Special Notice for Students

Additional Guidelines for Online Examinations

- Students should use a single rule CR book (80/120 pages) to answer the question papers of all courses of the entire examination.
- The students should make sure to number each page of the book in the serial order both back and front sides.
- Use the same pages of the CR book to include a cover page for each answer script by providing all necessary information as indicated below.

First Page of the Answer Script

1. Name of the Examination
as mentioned in the Question
Paper:
2. Course & Course Code:
3. Index number:
4. Registration No:
5. Department:
6. Numbers of the questions
in the order in which they have
been answered:
7. Number of pages:
(Please indicates the page range
as numbers given in the CR
Book)

8. Declaration Statement: *I do hereby declare that I have completed the examination on my own, and I have not communicated with any other person/persons/organizations or plagiarism.
I am aware that, according to the prevailing bylaws of the University, disciplinary actions will be taken for any examination violations.*

.....
Signature

.....
Date

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- Your handwritten answer scripts will be verified with the softcopy submitted; therefore, you should not write anything after submitting the softcopy and should not retain blank pages in between each subject. If there are any blank pages, they should be cut off with a single line.
- Do not rip off or affix new pages to your answer book.
- Further work on the answer scripts after the time allocated will be considered as an examination offence shall be dealt with accordingly.
- Students should send their handwritten answer scripts of all the courses (the CR book) via registered post at the end of the whole examination (should be posted within two days of the last examination faced) to Assistant Registrar, Faculty of Management Studies, Rajarata University of Sri Lanka, Mihintale.
- If there are any student undergoing quarantine, they should post the answer book within two working days at the end of quarantine period.
- Students should be ready anytime during the examination to turn on the web camera when invigilators are asking to do so.
- The camera should be focused to make sure that most of the working station and the candidate is visible.
- Confirm whether the final answer script is successfully uploaded with the assigned invigilator.
- Stay logged in to the zoom until you receive a confirmation notification for completing the exam.

Assistant Registrar
Faculty of Management Studies

