

Guideline for Online Examination

Instructions to Candidates

1. The Examination will be conducted *via* LMS.
2. Duration of the examination shall be one and half (**1 1/2**) **hour** within an active period of two and half (2 1/2) hours (from 9.00 a.m. to 11.30 a.m.)
3. However, each and every candidate should start the examination sharply at **9.00 a.m.** and only **one attempt** will be provided to answer the paper.
4. The candidates should log in to the LMS **one day prior to the examination date.** (on or before **3.00 p.m.**) and ensure that you have access to the relevant examination and the particular course unit. If there is any issue, you may contact LMS Admin, Dr. Kandambi -0771095896, 0714966699, ACF, Dr. Prageeth – 0712483103, BM, Mr.Salinda – 0718105234, IS, Mr. Gayan – 071 6080777, MM, Ms. Ayodhya– 077 8467434, HRM, Ms. Rasanjali-0715977402, THM, Mr. Prabath – 0714589581, AR – 0252266627, Exam Branch – 025 2266322
5. The candidates should join to the **zoom meeting scheduled at 8.30 am** of the relevant examination day for the instructions. Links of the zoom meetings will be available on the LMS for relevant examinations and at the same time candidates should log in to the LMS.
6. The candidates should directly contact relevant supervisor / invigilators during the examination for any matter by sending a message to **Zoom’s chat box** and if the candidate did not receive any response within five minutes then take a voice call to given numbers via Mobile Phone, Viber, WhatsApp.
7. Other instructions will be given at the zoom meetings at 8.30 am.
8. Answering the questions - (either online paper or offline paper will be provided based on the nature of the subject)
 - a. **Online Paper** – This type of question papers will be made available as quizzes and can only be answered online. (First two questions of the online paper “index number” and “the declaration” are mandatory)
 - b. **Offline Paper** – This type of question papers will be made available in the LMS as PDF documents, and students should download the relevant papers and answer manually. The hand written answer scripts¹ should be uploaded² to the LMS in a PDF format within the stipulated time period. **(See the additional guideline for the examination and attachment 02).**
 - 1 First page of the answer script should be consistence with the format given in “Attachment I”, and the remaining pages should contain index number, page numbers and the students’ signature
 - 2 Uploading Procedure – The answer script must be scanned properly (Students may use mobile scan apps (e.g. Microsoft Lense) or any other scanning devices) and be converted into a PDF document to upload.
 - 3 It is mandatory to start uploading PDF format of the answer script within first 10 minutes of submission period.
 - 4 In case of any submission failure within first 10 minutes, should inform relevant supervisor or invigilator immediately. The faculty will not take any responsibility when students failed to follow the instructions provided.

Attachment 1

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. Numbers of the questions
in the order in which they
have been answered:
5. Number of pages:
(Please indicates the page range
as numbers given in the CR Book)
6. 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



**Attachment 02
Envelope**

Subject Code :
Index Number :
Department :

Registered Post

stamps & date
stamp

Confidential

From :
.....
.....

To :
.....
.....