

Examination Guidelines for Students with Disability –

Fourth and Third Year End Semester Examination / Semester II, 2020/2021

Faculty of Arts, University of Colombo

Pre-Examination

- All 4th year and 3rd year students with disabilities are expected to sit for the examinations online.
- All 4th year and 3rd year students with disabilities will be given **a week** to submit their answer scripts. For instance, if you have an exam on 21st May 2022, you should submit it any time before 28th May 2022.

During the Examination

- Students should download their admission card from the SIS account and keep it saved as a soft copy and a hard copy.
- All 4th year and 3rd year students with disabilities will be given **a week** to submit their answer scripts. They are expected to **email** their answer scripts to the following email address within this week:
 - 3rd Year - exam3@arts.cmb.ac.lk
 - 4th Year - exam4@arts.cmb.ac.lk
- For the 4th year students, exams will be held as one session (morning session) per day but for the 3rd year students, two sessions of exams (morning and afternoon sessions) per day will be held.
 - morning session: 6.00 am to 10.00 am
 - afternoon session: 2.00 pm to 6.00 pm
- Question papers will be made available in the LMS for downloading from 6.00 am for the morning session and from 2.00 pm for the afternoon session on the day of the exam.
- Students who prefer to type the answers instead of handwriting, are allowed to do so.
- Students are advised to **not** use braille writer/slate to write their answers. They are to obtain assistance for writing and reading at the examinations.

Submitting the Answer Script

- Students should email their answer script to the following email address with their course code and index number in the subject section of the email.
 - 3rd Year - exam3@arts.cmb.ac.lk
 - 4th Year - exam4@arts.cmb.ac.lk
- When you email the answer script, you should insert the details in the following format in subject line - [Subject Code] [Index No] [Extra Time].

As an example: INR1111 A12345 Extra Time

- Students should upload/email a copy of their admission card together with their answer script. The uploaded/mailed admission card should clearly display the candidate's signature in each cage corresponding to the relevant course unit.
- All students with disabilities should fill in the declaration form/common front page provided for them on LMS/ in the Annexure 1 and submit it together with the answer script.

Annexure I

Declaration Form for Students with Disability

Fourth/Third Year Examination in Arts, Second Semester - 2020/2021

Faculty of Arts, University of Colombo

Course Title -
Course Code –
Index Number of the student –
Assistant’s name -
Assistant’s NIC number

Question Number	Number of Words/Pages
1	
2	
3	
4	

Total Number of pages in the answer script -

Date of Submission –

Declaration by the student

I declare that this assessment is my own work, except when acknowledged appropriately (as references). I understand that submitting someone else’s work as my own will be considered as an examination offence.

.....

Signature

Declaration by the person providing assistance

I declare that the responses contained in this assessment are the original thoughts/ideas of the student (INDEX No.). I confirm that I have only provided assistance with reading the paper and recording the responses of the student in writing.

.....

Signature