Online Examination Guidelines for Undergraduate Students
Faculty of Arts, University of Colombo
2020/2021

Due to the prevailing Covid 19 pandemic situation, the Faculty of Arts will hold examinations for its undergraduate students through online platforms according to the Academic Programmes (Special Provision) Bylaw No. 19 of 2020.
Please refer to the special guidelines given for the courses on LMS.

Pre-Examination

1. The 1ˢᵗ Semester Examination 2020/2021 will be held online.
2. The students should register for examinations using the Student Information System (SIS) by the deadlines specified by the Information and Documentation Centre (IDC).
3. Registered students will receive their admission cards from the Examination Branch to their SIS account. For any issues related to admission cards please contact Deputy Registrar/ Examinations Branch at dr@exam.cmb.ac.lk or call at 011 2500712 / 0112585972.
4. Students should download their admission card from the SIS account and keep it saved as a soft copy and a hard copy.
5. The examination timetable will be shared with the students on the Learning Management System (LMS) by the IDC.
6. The students will be able to download examination papers for each course at the given time in the examination timetable. If the examination is a LMS based assessment, the task will be ready on the relevant LMS page at the given time or date in the examination time table (The answers to MCQ/Quiz type questions will have to be answered in the LMS within a time period that will be indicated in the relevant part of the question paper).
7. The students will be given **5 hours to complete and submit a written assessment** to the relevant course page in LMS.
8. Any inquiries pertaining to the arrangement of the examinations should be directed to the Head of Department/Unit in writing.

During Examinations

1. Students should upload a copy of their admission card (as a form of PDF) within an hour prior to the commencement of the exam in each time they sit for the exam. The uploaded admission card should clearly display candidate's signature in each cage corresponding to the relevant course unit.

2. Students should log in to their LMS, access **the relevant course page** according to the examination timetable and download the question paper.

3. If the question paper is unavailable for downloading, please contact Deputy Registrar/ Faculty of Arts at drmedfac@med.cmb.ac.lk or call at 0714418483.

4. If the candidate needs any clarifications with regard to the question paper, the students are advised to contact the respective lecturer in charge who will also be the supervisor during the examination period.

5. Students are responsible for the timely completion of assessments as per the given guidelines given in the question paper.

6. All answer scripts must be **handwritten.** Write your answers in an A4 size paper (ruled/lined paper/ or otherwise). The excel sheets can be used for mathematical calculation where it necessary. You are advised to use a **black ball point pen** to write. Please ensure that your handwriting is legible.

7. Please write your index number on the top of each page of the answer script on the right-hand side. Please do not write your name anywhere on the answer script.

8. Please number the pages of the answer script using the following format at the bottom of the page: Eg. If it consists of 5 pages - 1/5, 2/5…etc.

9. Use the common front page (which will be provided on the LMS) as the first page of your answer script (Annexure I). **Please note that you may print, or hand write the front page which must be the first page of your answer script.**

10. The total number of pages should be indicated on the front page of the answer script.

11. **Guidelines for uploading**

    a. Scan/ take photos of the answer script and convert it to **a single PDF file in order of the page numbers.** The excel sheets used for mathematical calculations can be uploaded as it.

    b. Ensure that the full page is properly covered in the scanned image and to make it clear/readable.

    c. **Note that the LMS does not permit individual pages to be uploaded separately.**

    d. Note that the only **acceptable file format is PDF and Excel sheets.**

    e. **The PDF file should be named with the candidate's index number, eg. A 12345**

    f. **You will not be permitted** to upload your answer script as **JPEG/JPG or any other form**.

12. Students are advised to take a screen shot of the full page of the LMS **with the word 'submitted'** after submission as an acknowledgement.

13. Please note that any written answer script submitted after the stipulated time-period **will not be accepted for evaluation**.

14. In the last date of your examination, a scanned copy of the signed admission card should be uploaded to the LMS through the link corresponding to your admission year.

Troubleshooting

1. Students are advised to manage their time reasonably so that any unforeseen technological or internet connectivity issues that may arise can be resolved within the time allocated.

2. In the event of technical problems during the examination period (downloading or uploading) candidates shall immediately contact and inform the LMS administrator Mr. Dakshina Dissanayake at lmsadmin@arts.cmb.ac.lk or 0773797909.

3. If there is an unforeseen technical issue with the uploading of an answer script to the LMS, a candidate may send their answer script to the email address corresponding to your admission year, as given below:

1st Year	exam1@arts.cmb.ac.lk
2nd Year	exam2@arts.cmb.ac.lk
3rd Year	exam3@arts.cmb.ac.lk
4th Year	exam4@arts.cmb.ac.lk

4. Such email submissions should **clearly state the candidate's course code and the index number in the subject line of the email. As an example; ECN2123 A36789**

Examinations Misconduct

1. All rules pertaining to examination misconduct apply during online examinations. Candidates are hereby reminded in particular of the following rules:

   ▪ All submitted answer scripts should be the student's original work. Any source that is referred to should be properly acknowledged.

   ▪ Refrain from obtaining any form of assistance in writing your answer or in providing assistance to another candidate.

   ▪ Refrain from taking screenshots of answers, exchanging them with any other person, or copying and pasting questions and/ or answers through any other media.

- Refrain from posting any requests for clarification of subject matter related to the examination during the stipulated examination period.

2. Note that disciplinary action will be taken against any candidate if found guilty of any examination misconduct.

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Declaration Form for Students

Fourth/Third/Second/First Year Examination in Arts –End of First Semester 2020/2021

Faculty of Arts, University of Colombo

Course Title -

Course Code –

Index Number –

Question Number	Page Number
1	
2	
3	
4	
5	
6	
7	
8	

Total number of pages in the answer script -

Date of submission –

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