Examination Guidelines for Students with Disability –

Semester I, 2020/2021

Faculty of Arts, University of Colombo

Pre-Examination

- All students with disability can opt to either sit for the examinations online or come to the Faculty of Arts and use the facilities available to do the examination.

- All students with disability sitting for examinations online or from the Faculty will be given a week to submit their answer scripts. For instance, if you have an exam on 21st October 2021, you should submit it any time before 28th October 2021.

- If a student prefers to complete the examination at the Faculty of Arts, they are advised to call the CEDREP office at 0112 580835/0702956565 during working hours (9am-4pm) on weekdays to inform of their request ten days prior to the beginning of examinations. Students should also state of the necessary support (reader/writer/technical assistance) they would need during the examination.

During the Examination

- The students should register for examinations using the Student Information System (SIS) by the deadlines specified by the Information and Documentation Centre (IDC).

- The examination timetable will be shared with the students on the Learning Management System (LMS) by the IDC.

- 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.

- Students should download their admission card from the SIS account and keep it saved as a soft copy and a hard copy.

- The students will be able to download examination papers for each course at the given time in the examination timetable.

- 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

- If a student is sitting for examinations from home, they can email their answer script to the relevant email address given below with their course code and index number in the subject section of the email.

1 st Year	exam1@arts.cmb.ac.lk
2 nd Year	exam2@arts.cmb.ac.lk
3 rd Year	exam3@arts.cmb.ac.lk
4 th 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 a copy of their admission card together with their answer script. The uploaded admission card should clearly display candidate's signature in each cage corresponding to the relevant course unit.

- All students with disability should fill in the declaration form/common front page provided for them on LMS and submit it together with the answer script.

Annexure I

Declaration Form for Students with Disability

Fourth/Third/Second/First Year Examination in Arts, First 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