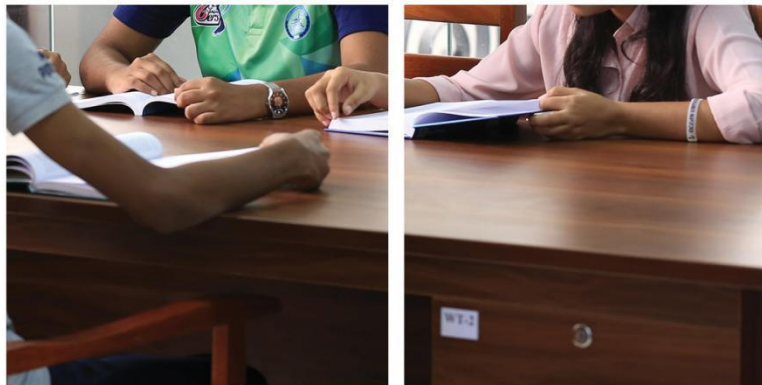




2021

# OCEAN

UNIVERSITY OF SRI LANKA



## Students' Guide for Online Examinations

For Degree Programmes of Ocean University of Sri Lanka

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Compiled and prepared by:

**Adopted by:** Faculty of Engineering and Management/Fisheries and Ocean Sciences  
Ocean University of Sri Lanka

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## **1. Introduction**

The information presented in this Students' Guide to Online Examinations of the two faculties of Ocean University of Sri Lanka is intended for the assessments that are scheduled using an online delivery mode. All examination candidates must ensure that they have read and fully understood the information herein before taking online examinations. The following general guidelines and code of conduct are applicable for all online examinations.

When you take real-time or take-home/open-book examinations, you will be sitting alone, remotely in your own home. You will use an internet-connected computer or a similar device to log in to the dedicated E-Learning Platform for online examinations to access and/or download the exam paper. The exam paper will be accessible only during the prescribed schedule. You are allowed to prepare your exam responses using your textbooks, notes, and other resources for examinations conducted in take-home format. You will upload your final answer script of a particular subject in to the Cloud before the scheduled end time/date. The candidates are requested to upload the clear image versions of handwritten exam responses and upload the embedded in a PDF document. In the case of real-time examinations, the response will be entered directly via the E-Learning Platform.

## **2. Registration for Examinations**

You are required to register for the examinations in a regular manner and the list of the registrants will be finalized by the Senior Assistant Registrar, Examinations.

## **3. Examination Dates and Times**

The examination timetable will be created and shared via the websites of the University/E-mail in advance.

## **4. Requirements for Taking Online Examinations**

- All candidates have to fill in the Internet and Computer/similar device Availability/ and Compatibility Form to sit for all Online Examination (Annexure I).
- If any candidate does not fulfill the requirements for the online exam as stated in the Internet and Computer Availability & Compatibility Form, please consult the Semester Coordinator.
- Submit the form to the Examination Department before the deadline.
- The Semester Coordinator of each semester will inform you about the type of online exam to be conducted for the respective course. There can be different types of online examinations for different courses in a Degree Programme.
- In all real-time examinations, measures will be taken the Supervisor of the examination to detect any examination misconduct.

## **5. Online Examination Platforms**

- The online exam will be conducted using the E-Learning platform.
- Manual online invigilation will be conducted via the E-Learning platform.

## 6. Admission to the Online Examinations

- Candidates must ensure that they are accessing the online exam at the earliest reasonable time according to the schedules shared.
- Candidates should access their online exam for the relevant course name through the Online Examination link in the E-Learning Platform.
- Candidates must review the examination instructions provided to them on the front page to ensure they are aware of the online examination rules and regulations.

## 7. General Rules for Online Examinations

- All candidates must carefully read/listen and follow instructions provided by the examination supervisor.
- Candidates are allowed to start the examination only after the supervisor confirms that all required conditions are implemented.
- During all real-time examination sessions, candidates have to keep their camera and sound on (except for non-invigilated examinations).
- During all examination sessions, candidates have to ensure that they are alone at the location selected to take the examination.
- During all examination sessions, candidates must turn off all personnel devices that can disturb the examination unless it is used to communicate with lecturers for online exam purposes.
- During all examination sessions, candidates are not allowed to use any other devices and applications except for the E-Learning platform and communication app prescribed by the supervisor to use during the examination
- Candidates should not use any electronic devices except those as permitted by the supervisor or refer to materials or resources except those permitted by the lecturer-in-charge of the module.
- Candidates will receive the password to access the examination five (05) minutes before the scheduled start time of the exam through a prescribed communication platform (eg: SMS/E-mail).
- Answers should be handwritten on white Foolscap papers.
- Answers should be handwritten only on one side of the paper.
- Answer scripts should be numbered including the total number of pages. (eg: 1 of 10, 2 of 10)
- Candidates should include their signature on each page of the answer script.
- Candidates should ensure that their answers are readable and clear. The examiners do not hold any responsibility for unclear, unreadable answers.
- After completing the exam, candidates should inform the supervisor through a personal message via the set communication platform about the completion of the exam and after the supervisor's confirmation, they can leave the examination session.
- Under any circumstances, candidates are not allowed to communicate with or disturb other participants of the examination session. Any such act may consider as a violation of examination regulations and may follow a suitable punishment.

- Before and after the examination, thirty minutes (30 minutes) of extra time will be added to each exam session scheduled to the student group, to ensure that candidates will have enough time in case of synchronization or any other external issues. This extra time will not be included in the prescribed examination time.
- Any technical issues in submitting answers during online examinations have to be informed to the respective supervisor/Invigilator immediately or within the given 30 minutes of extra time.
- Candidates have to ensure that they submit the correct files (in the file format required) or complete answer scripts. No appeal will be entertained for incorrect files or incomplete answers scripts after the exam. Requests for re-examination or appeals will not be entertained if the complaints are not made by students to their supervisors/Invigilators immediately or within the given 30 minutes of extra time (Except for Multiple Choice Questions (MCQ) / Structured Type Examinations conducted in real-time).
- Candidates are not allowed to take breaks during real-time online examinations.
- During online real-time examinations, the integrity and honesty of the candidate will also be tested. Under any circumstances, candidates are not allowed to cheat during the examination session. If any kind of cheating behaviour is observed, the Faculty/University has the right to enforce the related terms and provisions stated in the Examination by-Laws and regulations as appropriate.
- All candidates are required to attend the examination mock-run as arranged by the lecturer in charge of the course/Department. This will help you to get yourself familiar with the different examination formats and assess your readiness to attend each kind of examination, including the testing of your equipment and network connection at home/preferred location during the examination, and familiarize yourself with the other needed applications. Additionally, it is a good opportunity for you to clarify any queries or questions with the Semester coordinator/HOD.
- Candidates should be logged in to the E-Learning platform during the examination period including extra time.
- Candidates will be prompted by the supervisor at any given time during the online exam to submit the Interim Answers.
- Candidates will receive an acknowledgment on receipt of answer scripts by the University via email / E-Learning Platform.

## **8. Guidelines for Real-Time (Invigilated) Online Examinations with E-Learning platform proctoring**

- Candidates must download and install the latest version of the E-Learning platform permitted by the supervisor to their devices and familiarize themselves with the use of video and chat functions before the examination.
- Candidates must take the examination in a well-lit location with a stable Internet connection and minimal distractions.
- Candidates must ensure that there is a proper light source projecting on their face throughout the examination, for identity verification and they are required to produce the Student Identity Card if requested.
- Candidates must Log in to E-Learning Platform 30 minutes before the scheduled exam start time via the link sent to them in the E-Learning Platform invitation email (N.B. for security

reasons, this will be sent only to your University email account or the account registered for the respective course).

- Candidates must use their name as it appears on the Student Identity Card/Student Record Book to log in to the E-Learning Platform session. If you join with a nickname or screen name that is not verifiable, you will not be allowed to enter the E-Learning Platform session.
- Candidates must turn on the video function on E-Learning Platform throughout the examination to allow the supervisor/invigilator to see you at your laptop /desktop computer/device throughout the session.
- To ensure smooth functioning of the examination and for proper observation of each candidate during the examination session, each student group will be divided into smaller groups as appropriate and will be observed by an invigilator via the E-Learning Platform application at the scheduled time. Candidates will be given a link to join the online invigilation session.
- After the examination, Fifteen (15) minutes of extra time will be given to ensure that candidates will have enough time in case of synchronization or any other external issues. This extra time will not be included in the prescribed examination duration.
- Any technical issues related to submitting answers online have to be informed to the respective lecturer immediately or within the given 15 minutes of extra time. Candidates should ensure that they submit the correct files or complete answer scripts. No appeal will be entertained for incorrect files or incomplete answers scripts after the exam. Requests for re-examination or appeal will not be entertained if the complaints are not made by students to their lecturers immediately or within the given 15 minutes of extra time.
- In case a candidate is unable to start the exam due to consistent and major technical issues, he/she will be asked to leave the examination session, and consider as proper candidate with evidence and justification (such as Internet connection issue with dates and times).
- Candidates are obligated to finish the exam within the specified time and the answers will be scored even if he/she did not manage to answer all exam questions on time. Not answered questions will be scored as 'zero', as applicable.
- All real time examination sessions will be recorded to ensure quality and detect any examination misconduct. Such recordings will only be used for online examinations. Every effort will be made to ensure confidentiality
- The supervisor/invigilator may communicate with the student via E-Learning Platform at any point in time if he or she does not have a clear view of you at your laptop/desktop computer/device. Ensure that you have the required audibility in your device in such a case.
- The supervisor/invigilator will make announcements as and when needed and check attendance again via E-Learning Platform at the end of the examination.
- Candidates are allowed to use the Chat function on E-Learning Platform to send a message to the invigilator/ Supervisor if they have any queries during the exam. Please note that no clarifications on the contents of the examination paper will be provided. You are not allowed to communicate with anyone else in the examination session.

## **9. Completion of Examination**

- Candidates must answer their examination questions following the instructions on the front page of the respective examination paper.
- At the end of the prescribed exam duration, there will be a separate time allocation for the collation and upload of the exam submission in the file format required (i.e., PDF, etc).
- The upload link in the E-Learning Platform requires a document to be submitted.

- The number and types of files to be submitted will be determined by the lecturer-in-charge of the course.
- In case a candidate uploads his/her submission after the specified deadline, he/she must provide further information to the supervisor/lecturer-in-charge of the course using the online exam platform for the reason for their late submission once they have ended their exam.
- After completing the examination, the candidates should submit/upload clear, visible photographs of their answer sheets to the given E-Learning platform/communication app/cloud. The photographs should be taken from a cam scanner/ time stamp app to ensure the correct date and time is stamped on the photographs.
- Hard copies of the answer sheets should be register posted within 24 hours from the online examination to be reached to the university via registered post to Senior Assistant Registrar/Exam, Ocean University of Sri Lanka, No. 51,Pannananda Mawatha, Colombo 15.

## **10. Materials for Your Examination**

Materials required for the paper (for example, textbooks or case studies) will either have been provided to you by the department in advance or will be available as part of the examination paper during the examination.

## **11. Before You Submit Your Examination Response**

Before submitting your examination response, you must first make sure your work meets each of the requirements in the list below:

- You may only submit relevant documents. Any scanned images, diagrams, or handwriting must be included in the same document. Please make sure you upload the correct document and that all pages are included as you expect them to be as you will not be able to change this once it has been submitted.
- Your response/answer script must be submitted within the time frame of the respective examination paper.
- Your response/answer script should be identified ONLY by your Index number.
- Save your exam response in the required file format given in the exam paper in the format of: Index Number\_Course Code (eg: ICM2019015\_0512)

## **12. If You Need to Handwrite Your Examination Response**

- If you need to handwrite all or some of your exam answers, you need to scan each page that you would like to submit as part of your overall answer script. Compile all of your content into one document so you can submit all your content as a single answer script (as a PDF file). Please ensure you check that all pages are included as expected as part of the PDF file before you submit the document.
- Microsoft Office Lens and a PDF scan application (eg: Adobe Scan) are the recommended applications that can be used to scan the handwritten answer scripts (download links are provided at the end of the document).

## **13. The Honour Code for Open-book Examination**

- i. The Faculty considers that accessing the question paper via any other means than via the designated online platform, and/or sharing the question paper with other candidates, falls



within its definition of cheating and of acting dishonestly and such an attempt will be regarded as examination misconduct.

- ii. The Faculty reserves the right to use software applications for Plagiarism detection, to screen submitted work for matches either to electronic sources or to other submitted work (i.e. responses from other candidates).
- iii. Candidates are expected to indicate all material they have quoted from other sources, including any diagrams, charts, tables, or graphs appropriately. Candidates are not expected to include references, however, if you provide a direct quote, or copy a diagram or chart, you are expected to make some mention of the source material as you would in a typical written exam.
- iv. Candidates should ensure that they have not copied from the work of any other peer candidate, nor consulted or colluded with any other candidate during the examination.
- v. When you submit your exam answers/responses at the end of your open-book/closed-book exam, you will be asked to agree to the following pledge:

*“I acknowledge the Faculty Honour Code and I hereby confirm that the submitted work is entirely my own and I have not (i) used the services of any agency or person(s) providing a specimen, model work in the preparation of the work I submit for this open book examination; (ii) given assistance in accessing this paper or in providing specimen, model to other candidates submitting for this open-book examination.”*

The detailed declaration form is attached in annexure II.

## **14. Absence from Examinations**

The candidate must report an absence from an online examination due to illness or other circumstances by submitting a Self-Certificate of Absence as soon as the candidate can do so, preferably before the examination commences and, in any case, no later than 14 days after the examination.

If the absence is due to a COVID-19 related situation (infection or undergoing quarantine, etc), the candidate should submit proof (i.e. the relevant medical certificate in case of infection or a certificate from the Public Health Inspector, as applicable).

## **15. Getting Help during the Examination**

The Service Desk for Online Examinations can be contacted in the following ways:

- i. Talking to the respective examination supervisor.
- ii. Contacting the Help Desk of the Examination Operations Unit

## **16. Examination Misconduct**

The Faculty takes matters of Academic Misconduct very seriously. Examples of actions that constitute an offence include but are not limited to:

- i. Committing plagiarism or self-plagiarism (in case of the plagiarism is beyond the tolerance limit set by the Department/Lecturer-in-charge)
- ii. Colluding with other students, which is defined as the unauthorized collaboration by two or more students on any form of assessment
- iii. Contract Cheating, such as buying the services of online essay mills

Anyone suspected of Academic/Examination Misconduct will be reported and actions will be taken accordingly.

## 17. Useful Links

### **Adobe Scan, PDF scanner**

<https://acrobat.adobe.com/us/en/acrobat/mobile/scanner-app.html>

### **Microsoft Office Lens**

<https://www.microsoft.com/si-lk/p/office-lens/9wzdnrfj3t8?activetab=pivot:regionofsystemrequirementstab>

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## Annexures

### Annexure I: Internet and Computer Availability & Compatibility Form for Online Final Exam

Please fill in all the information and submit the form to the department

Students Details		
1	Index Number	
2	Name With Initials Ex. A.B. Perera	
3	Contact No (WhatsApp No)	
4	Email Address Students Email (If do not have Student email, please enter your Gmail)	
5	Permanent Address	
6	Batch	
Environment Requirements		
1	Province	
2	District	
3	Divisional Secretariats	
4	Grama Niladari Division (GN Division)	
5	Nearest Vidatha Resource Center	
6	Distance between home to Vidhatha Center	
Internet and Computer Availability		
Requirements		Available (/) or Not Available (X)
1	Do you have a Smart Phone	
2	Desktop/ Smart Phone/ Tablet with	

	camera/ Laptop/	
3	No Devices	
4	Web Cam Availability	
<b>Internet Connection</b>		
1	Fixed Connection (ADSL /Fiber)	
2	4G Router	
3	Mobile Data / Hostpot	
4	Dongle	
<b>Signal Strength</b>		
1	Excellent	
2	Good	
3	Manageable	
4	Poor	
<b>Examination Details</b>		
1	Semester	
2	Subject	
3	Proper Exam/ Medical/ Attempt 02 etc.	
4	Did you paid for the repeat examination subjects	

## Annexure II: Declaration Form



# OCEAN UNIVERSITY OF SRI LANKA

## Declaration by Student for Online Examination

I do hereby undertake to submit without demur or protest to the decision of the Faculty of Engineering and Management as far as the online examination and its results are concerned. I will be strictly following the instruction listed below:

1. I will strictly follow the deadlines of the examinations including the starting date and time and ending date and time.
2. I will check the emails and/or LMS to get the necessary instructions and exam schedule from the department.
3. I will contact the department to check my eligibility to appear in the online examinations.
4. I will be responsible to ensure the availability of a suitable computer/device with stable Internet connectivity and a suitable location (a closed room with no external noise and sufficient lighting) in order to avoid any disturbance during the online examination.
5. I agree to switch on the video camera and/or microphone of my computer or any other device during the presentation and viva voce Examination and when requested to do so by the examination supervisor. I also agree to share my screen with the evaluation panel during such Examination. In the case of projects, I will also be aware of sharing relevant deliverables on the screen for discussions.
6. I will ensure the submission of answers to all attempted questions within the prescribed time in the required file format.
7. I am aware that in case of any examination misconduct, the examination supervisor has the authority to report to the relevant authorities of the Faculty/University and the prescribed procedure for examination malpractices and/or offenses will be followed.
8. I have read and understood the information in the Students' Guide for Online Examinations, Faculty of Engineering Management, prior to the Online Examination.

9. I will compulsorily adhere to the conditions specified in the Honour code for open book examinations as follows:

*I acknowledge the Faculty Honour Code and I hereby confirm that the submitted work is entirely my own and I have not (i) used the services of any agency or person(s) providing a specimen, model work in the preparation of the work I submit for this open book examination;(ii) given assistance in accessing this paper or in providing specimen, model to other candidates submitting for this open-book examination.*

Name of Student: \_\_\_\_\_

Index Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

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