

**Faculty of Management Studies and Commerce
University of Jaffna, Sri Lanka**

**Conducting semester-end examinations-Online mode
Student Guide**

Regulations and policies

1. Major overhaul

The duration of the semester-end examination will be changed. ***A 3-credit course exam will be of two hours instead of three hours. Similarly, a 2-credit course exam will be of one and a half an hour instead of two hours.***

The structure of the question paper may contain

- Part I (50 Marks): It may consist of multiple-choice/fill in the blanks/matching or other forms questions. This part should be answered directly via LMS.

- Part II (50 Marks): It may consist of essay type/discussion or other forms of questions. It should be a paper-based handwritten examination.

2. Methodology

The online semester-end examinations will be similar to formal on-site examinations, conducted in a supervisor and invigilators-monitored environment.

a. Before the examination

- Students should log in to ZOOM and LMS at least 30 minutes before starting the examination.
- Students' attendance shall take via ZOOM. The candidate must show the university identity card to the camera and a screenshot will be taken as proof of their attendance.
- The password-protected question paper will be made available on LMS 15 minutes before the examination. It is advisable to download the question paper well in advance before commencing the examination and stored it on a laptop/Smartphone (Device 2).
- The password to open the question paper will be sent 5 minutes before starting the examination via LMS/Zoom chat
- For any assistance, students can contact the supervisor/invigilators/person on the helpdesk

b. During the examination

- The answer script needs to be handwritten on A4 sheets with a black/blue pen and the answer script should be legible.
- Candidates should write on the first page of the answer script
 - Name of the examination
 - Course unit name and code
 - Index number
 - Questions and number of questions answered
 - Total number of pages answered

Note: All pages should be paginated and signed.

- Students should turn on the camera of the relevant device and keep the ZOOM connectivity open to be monitored throughout the examination (Device 1).
- Students should stop writing the examination when the supervisor asks to do so (Clear instruction will be notified to the candidates verbally and via Zoom chat).
- Once the exam is over, the candidates should start the answer script submission procedure.

c. Answer scripts submission procedure

- Students should submit the answer script via LMS. An additional 30 minutes will be provided for uploading the answer scripts in a supervisor/invigilators-monitored environment.
- Students are required to get images of the answer script (each page) with Microsoft Lens, Adobe Scanner or ComScanner with sufficient resolution. Those pages should be converted into a PDF file and saved with the name of the index number, and then uploaded onto the LMS (Demonstration is available on the faculty website).
- Supervisor/ invigilators shall acknowledge the receipt of the answer script and confirm the number of pages of the attached PDF file to the candidate. The candidates should stay online until the supervisor asks them to leave.

3. Setting up a room for the examination

- Find a room with plenty of light and ensure that the camera captures you and your writing so that the supervisor/invigilators can monitor your engagement in the examination.
- Two devices are required:
 - Device 1: Internet-enabled device (Smartphone, laptop, etc.). You should fix your mobile phone/laptop high enough (above the desk level) to monitor your examination (see Figure 1).
 - Device 2: laptop/computer/Smartphone is needed for answering Part –I and reading the Part-II question paper. You also need an internet access for this device as well.

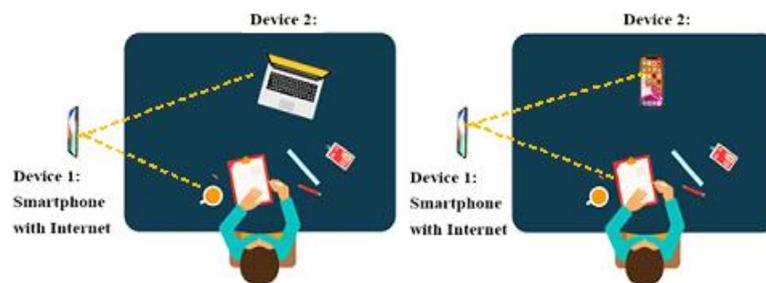


Figure 1: Setting up your exam room

Note: Demonstration is available on how to set up the room for examination

Frequently asked questions (FAQ)

- Could I answer any incoming calls?**
No, you are not allowed to contact anybody during the examination except your supervisor.
- Could I access any books/materials or any other resources?**
No, it is a closed book examination, identical to an on-site examination. Therefore, all prevailing on-site regulations and policies apply to the violation of any offence.
- May I leave the table during the examination?**
No, you are not allowed. You can keep needy items with you, such as pens, paper, water, etc.

iv. What should I do if the power goes out (power outage)?

Make sure the power outage does not cause any problem. You are strongly advised to charge your Smartphone fully before the exam (you can use a Power Bank). If any problems are unsolved/confronted, please contact the supervisor immediately

v. Where can I get help if I need it?

You can contact the help desk (you can find the details on the faculty's website). You can see the demonstration available on the faculty's website as well. We will contact a mock exam before the final examination.

vi. Will anybody monitor me during the examination?

Students will be grouped for monitoring purposes. For each group, the supervisor and invigilators will monitor your exam. They will also make a video recording of the examination.