UNIVERSITY OF COLOMBO, SRI LANKA
FACULTY OF SCIENCE
Bachelor of Science Degree Programme
Semester I Examination (August 30th - September 25th 2021)

Special Instructions for Online Examinations
(in addition to UOC examination rules and procedures)

Students are requested to read the following information and instructions in relation to the conduct of the Online Examinations. Note that Departments may issue additional instructions with respect to their examinations. Any additional instructions will be uploaded to the LMS and students are required to obtain such instructions (if any) from LMS under each course.

General Instructions:

1. There is a stipulated time for each paper, and it is given in the examination timetable
2. Make sure you have appropriate devices/connectivity/access to LMS made ready for participating in the online examination.
3. Ensure that the devices (laptop/mobile) are fully charged.
4. Make sure that you have **installed appropriate scanning software** on your smartphone (eg: Genius Scan, Mobile Doc Scanner, Handy Scanner, CamScanner) to scan and convert your answer scripts to PDF.
5. Make sure to do *a trial run of scanning* to check whether the software is working and PDF is created.
6. If you are required to use Zoom for the examination, make sure that you join the Zoom session with the identity of **your Index number** and not your registration number or name.
7. The link to access the examination paper will be available in the LMS under the respective course.
8. Students must log in to the LMS **15 minutes before** the time of the examination.
9. The candidate should have selected an appropriate environment (undisturbed, quiet, and convenient place) for sitting the examination.
10. The candidate should be in proper attire during the examination time.
11. In some examinations you may be requested to turn on the camera and unmute your microphone by your invigilator for monitoring purposes (proctoring).

For courses that require uploading of answer scripts:
12. You may be given additional time for scanning and uploading the answer script.
13. Where you are required to answer the questions on separate answer sheets, use standard blank A4 sheets for this purpose. Note that only **handwritten answer sheets** will be accepted.

14. Write your **Index Number, Subject code and Date of the examination** on the top of each page and number the pages of the answer script. If for example, the total number of pages in your answer script is 5, the pages should be numbered as 1/5, 2/5 …...5/5.
15. Make sure to scan the **answer scripts into one document** (multiple scanning) and upload as a single PDF.
16. The first page of the answer script needs to be scanned with the University student Identity card (photograph side). This is applicable only for candidates in Levels III & IV.
17. The file name should have the course code and your Index Number. Eg: If the course code is PH 1001 and the index number is S 19170 - the file name should be - PH1001_S19170.
18. Make sure to upload the answer script to the LMS as a PDF and not as an image file.

Assistance during the examination time:

19. The contact numbers for technical assistance and of the supervisor will be made available for each exam paper through the LMS.
20. The Supervisor/ Examiner/ Invigilators will be available throughout the examination period.
21. In case of any issue, the student must inform the Supervisor immediately and during the examination itself.
22. Please note that any answer script submitted after the stipulated time period will not be accepted / will not be considered for evaluation.
23. Please contact ITU via itsc@sci.cmb.ac.lk for issues regarding examination registration

Refrain from engaging in examination misconduct:

24. Plagiarism, impersonation, third party assistance and cheating are punishable offences.
25. Talking with anyone, taking/receiving phone calls during the examination is not permitted.
26. Refrain from obtaining assistance through improper means (e.g., asking help from any other candidate/ person) or giving help to any other candidate/ person during the examination.
27. Refrain from taking screenshots of the answers, exchanging them with any other persons, and copying and pasting questions and/or answers through any other media.
28. Refrain from posting any requests for clarification of exam content.
29. Please note that action will be taken against candidates if found guilty of any misconduct, and they will be disqualified from the examination.

NOTE: if you appear in the examination it will be considered as an attempt even if you fail to submit answer scripts.
NOTE: after the completion of each exam paper for which you have registered, you have to tick the appropriate box in the admission form which is available on the SIS.

24th August 2021
Faculty of Science