

Guidelines to Students
End-Semester Examination (Remote/Online)
Postgraduate Programme
Faculty of Agriculture
Rajarata University of Sri Lanka

Students must adhere to the general guidelines listed below, and the lecturer-in-charge of each course would give the specific instructions relevant to the subject/course unit.

Note that successful submission of a readable document according to the given guidelines within the given time frame and sending the handwritten answer scripts via registered post is the candidate's responsibility. Unless the hardcopies are received, you may be considered a referred/absent for the particular examination.

1. Preliminaries

- 1.1 The students are requested to select an appropriate location away from disturbances to take the online examination.
- 1.2 Before commencement of the online examination, the students are requested to make sure to have,
 - a stable internet connection
 - a device for internet access
 - a way to scan the answer scripts
 - download, install and try out any scanning software
 - use of scanning mobile app is highly recommended. E.g.: Cam Scanner/ PDF scanner / Microsoft Lens
 - adequate blank ruled writing sheets
 - a calculator (if permitted)
 - writing materials at your working station
- 1.3 The students should make sure that the devices are fully charged throughout the online examination time.
- 1.4 If your laptop/ phone battery is drained rapidly and gets turned off in case of a power failure, make sure to have a backup. For example, take photos of the exam paper using another phone/ camera as soon as you download the exam paper, and you must keep that device with you.
- 1.5 On the day of the examination, all eligible students should log into ZOOM as instructions given by the Faculty *at least 15 minutes before* the commencement time of the examination.
- 1.6 The students should rename their display name using their index number (E.g.: MAg2021001 – do not use slash / mark /any space) when they login to ZOOM sessions of the end semester online examination.

- 1.7 Students should keep their university identity cards in his/her working station throughout the online examination.
- 1.8 Students should make no communications (email, calls, chats, internet surfing etc.,) with third parties in any format or with any person except the assigned invigilator/s or supervisor during the examination.

2. Structure of the Question Paper

- 2.1 Two main forms of assessments will be conducted i.e. Real-time (RT)/ non-real-time (NRT).
- 2.2 The real-time examinations are designed to obtain the students' answers for the assessments in the examination's actual time using ZOOM interface. In the non-real-time examinations, the assessments are communicated electronically (e.g: electronic mail or ZOOM chat) to the eligible students and allow a period to submit their responses.

Table 1: Structure of the question papers for the subjects/course units

Assessment methods	Compulsory/Optional	Duration of the paper (max. and min.)	Real-time (RT)/ non-real-time (NRT)
Essays (E)	Compulsory	1 hr. minimum	NRT
Short-answered questions (SAQs)	Optional	1 hr. maximum	RT
Viva-voce (V)	Optional and only as a continuous assessment	10 mins (max.)/group	RT

- 2.3. The lecturer-in-charge shall communicate the particular structure of the examination in a course unit/subject through LMS to the students.

3. Delivering assessments in online examinations

- 3.1 Two modes named A or B are adopted for delivering assessments in online examinations.

Mode A

Sending of the question paper (PDF) via electronic mail before five (5) minutes of the commencement of the examination.

All students are requested to update their email address to the SAR/AR (examination) before the commencement of the online examination.

Mode B

Delivering the real-time online examinations using a suitable online platform (e.g. ZOOM) with the help of available tools therein.

- 3.2 The lecturer-in-charge shall communicate the mode of delivery of the assessment and any additional or specific instructions in a particular course unit/subject through LMS to the students.
- 3.3 If a student needs further clarification, he/she can contact the lecturer-in-charge of a particular course to understand the exact mode of delivery and any additional or specific instructions.
- 3.4 Five minutes before starting the examination, the paper will be delivered through email.
- 3.5 If a student cannot retrieve the email the question paper before the start of the examination, he/she can immediately call the invigilator assigned or the supervisor. Alternatively, the student can text, send a message through Viber or WhatsApp, or send an email. You will be provided with a specific email for this purpose.

Very important: *In all the communications done via email, Viber, WhatsApp, your index number, registration number, and the course code should be included in the subject.*

- 3.6 Once the paper (PDF) is launched, the students can be downloaded it from the email and take photographs/screenshots of the paper using another device before the start of the exam, as a backup.

4. Answering non-real-time papers

- 4.1 At the starting time of the exam, start writing answers in the blank sheets at the working station and **finish it by the given time.**
- 4.2 Students should **keep their web cameras on throughout the online examination.** The camera should be focused to make sure that most of the working station and the candidate is visible.
- 4.3 Students should make sure to number each page in order and write the index number.
- 4.4 Students will be provided contact numbers of the exam supervisor, invigilators, and the lecturer-in-charge before the exam. Do not hesitate to contact any of them during the examination period to get help if you face any issues or have questions such as typing mistakes in exam papers, etc.
- 4.5 Students should include a cover page for the answer script by providing the necessary information as indicated below.

First Page of the Answer Script

1. Name of the Examination
as mentioned in the	
Question Paper:	
2. Course & Course Code:
3. Index number:
4. Numbers of the questions
in the order in which they	
have been answered:	
5. Number of pages:
6. Declaration Statement:	<i>I do hereby declare that I have completed the examination on my own, and I have not communicated with any other person/persons/organizations or plagiarism. I am aware that, according to the prevailing bylaws of the University, disciplinary actions will be taken for any examination violations.</i>
.....
Signature	Date

5. Submission of answer scripts

- 5.1 The students will be given *additional 30 minutes* after the examination time to scan their answer script and upload/ send the answer script as a **single document in PDF format**. Make sure that all images are clear and legible.
- 5.2 The final PDF of the answer script must be renamed with the relevant course code and your index number. *eg. MS 5101_ MAg2021001*
- 5.3 Upload your PDF file to the given Google form with embedded file request. In case you fail to upload, alternative methods can be used – for example, email, WhatsApp, Viber, etc. Make sure your submission is completed within the allocated time. However, you have to upload/email the answer script when the issues are resolved via the primary submission method, which is Google form.
- 5.4 Confirm whether that the final answer script is successfully uploaded with the assigned invigilator.
- 5.5 Stay logged into the ZOOM until you receive a confirmation notification for

completing your exam.

- 5.6 The students should securely store both their handwritten answer script and the softcopy.
- 5.7 Students should send their handwritten answer scripts of all the courses via registered post in a single packet at the end of the whole examination (should be posted within two days of the last examination faced) to Assistant Registrar, Postgraduate Programme, Faculty of Agriculture, Rajarata University of Sri Lanka, Puliyankulama, Anuradhapura. If there are any students undergoing quarantine, they should post the answer script within two business days at the end of the quarantine period, together with a proof that you are officially quarantined.

*This is similar to handing over the answer script to the invigilator/ supervisor in the examination hall. It is the responsibility of the student. If the handwritten answer scripts are not received at the AR's office or if sending the answer scripts cannot be proved, the candidate shall be considered absent for that examination. Your handwritten answer scripts will be verified with the softcopy submitted. The candidates should not write anything after submitting the softcopy. **After the due period, further work on the answer script shall be considered an examination offence and shall be dealt with accordingly.** All examination offences listed in the examination guidelines of the Faculty of Agriculture, Rajarata University of Sri Lanka, will be applied for these online examinations, as necessary.*

- 5.8 The students should attach answer scripts of respective courses separately. Each page of answering sheets should be numbered orderly. The attached sets of answer scripts of the respective courses should be bundled together before enclosing them in a secured envelope as mentioned below.
- 5.9 The envelop cover should be written as indicated in the diagram below.

Registered Post		Stamp and Date
Name of the Examination:		
Index Number:		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">CONFIDENTIAL</div>		
From :	To : Assistant Registrar Faculty of Agriculture Rajarata University of Sri Lanka Puliyankulama Anuradhapura	