Student's Guideline for Online Examination 2021

NVQ Level 5 & 6

Mode of Examination

- The end semester examinations of NVQ Level 5I, 5II and NVQ Level 6I, 6II will be conducted as a series of online examinations via zoom platform.

- In case a student finds it difficult to take part in the online examination for some valid reason approved by the institute, the college will permit such students to visit the college premises and sit for the same examination on the same date and at the same time. Such arrangement will only be made to the students who have made prior consent and request through the student application form. **In case the circumstances of the Covid-19 pandemic are such that the physical (on-premise) examination is not practically conductible, the college has no choice but an online examination for which the students shall be ready and shall not lose that one-time final opportunity.**

- The structure of the question papers will be conveyed to the students in due course.

- Students are required to agree and sign an academic integrity declaration statement to confirm that the answer scripts submitted are his/her own effort and not communicated with any person until the submission of the answer scripts. This declaration form will be sent to you prior to the examination.

Preparation for Online Examination

- All correspondence of the online examinations will be done through separate Google Classrooms and email addresses created for each study program. Relevant Google Classroom invitations and email addresses will be provided to all students in due course prior to the examination.

- A cover page and a model answer script will be sent to you prior to the examination. **Students shall print enough number of copies of the cover page according to the number of modules that they are supposed to sit for** and **enough number of copies of the model answer script to write answers at each examination** prior to the exam and be ready.

- All answers should be handwritten in the provided paper format.

- Students are not allowed to answer in blank A4 sheets, foolscap sheets or any other paper except the model answer scripts provided by the college.
- An e-copy of the exam admission will be sent to you prior to the examination and a **printed copy of the exam admission** should be ready with you when you sit for each examination.
- The students will be provided with relevant zoom links to join the online examination prior to the scheduled exam dates.

During the examination

- Students should log in to the examination session via the zoom link sent, 30 minutes before the examination begins.
- Students shall rename themselves in zoom as: <Index No>Name

  Ex: RT/FDT/19/040 - Amarasinghe A.P.I.

  RT/EVT/18/036 - Amarasinghe A.P.I.
- Students should be in a suitable attire, prepare a suitable atmosphere and a place free from disturbances to face the online examination. The selected location should have an uninterrupted internet connection throughout the duration of the examination.
- Students are required to keep **02 devices** in hand during the examination.
- Highly recommended having a fully charged laptop/desktop to view the paper with a fully charged smartphone to log in to the zoom meeting and to keep the video on throughout the examination.
- If students are using a fixed Wi-Fi connection, they must keep the mobile with mobile data available or a computer with an internet connection through a dongle.
- Students are not allowed to browse the internet, take telephone calls, type text messages or contact/talk to any person other than the supervisor through any device during the examination. These activities would be considered as online examination offenses.

- If any of the activities mentioned above was observed by the supervisor during the examination, the supervisor has the authority to inquire about the activity and report it to the Examination Board.

- The decision of the Examination Board will be the final on such unauthorized activities.
- The supervisor will provide common instructions to all students in the zoom room prior to the examination.
- The students should switch on their cameras from the login and keep the camera turned on throughout the examination.
- The supervisor needs to see the student writing answers as well as the screen which the students is viewing the paper through the video of the zoom meeting. So, the student needs to place the camera in a position where the supervisor can observe a similar view as shown below.
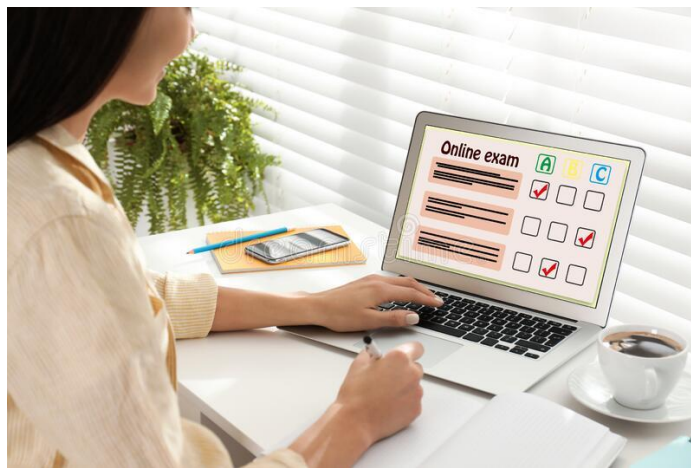
- The students shall keep their student ID card/National Identity Card/Valid Driving License or Passport and the exam admission available with them to show the supervisor/invigilator on request to prove the identity.
- The question paper will be available in Google classroom by the start time of the examination. Students are required to download the examination paper and refer it when answering
- When answering, each question should be answered on a new page and answers should only be written on **one side of the paper**.
- Students must duly fill the cover page for each module and bind it with the answer scripts.

- When the allocated time for each examination is over, the students shall:

(i)   Scan the **signed admission, cover page** and **each page of the answer script according to the page numbers** using any feasible mobile application (CamScanner/Office Lens etc). Scanned documents should be very clear.

OR,

(ii)   Take clear photographs (.JPEG) of the above documents in the same order and paste them onto a MS Word file. Carefully check if all photographs are attached in the word document according to page numbering order.

- Convert the document to **one** PDF file and save the file as <Index No>module code.

  Ex: - RT/FDT/19/040 - D15C001M02

- Email the PDF document to the email address provided for the relevant study program within **30 minutes** after the duration of the examination. Mention the Module code and Index Number as the subject line of the email.

  Ex: RT/FDT/19/040 - D15C001M02

- Students are required to remain in the Zoom meeting until the supervisor ends the session.

- The invigilators will observe the students in the zoom sessions until the end of The examination and students are required to stay online throughout the examination.

- In case if a student is faced with any technical issue during the examination or the uploading period, they must contact the supervisor or invigilator immediately. If the student is unable to inform the supervisor and re-join the zoom session within 10 minutes, the examination will be cancelled. In such case, the examination board will decide on the next procedure for such students.

After the Examination

- At the end of the whole examination all answer scripts of all the modules including English, ICT and common Employability modules along with the signed examination admission should be sent to the Examination Division of the University College of Ratmalana through registered post or courier service on or before the defined dates below:

  NVQ Level 5I and 5II – 13th December 2021

  NVQ Level 6I and 6II – 7th January 2022

- Clearly state the name of the examination, the study program, student name and index number on the top left-hand corner of the envelope as following the below format.
- Repeat students should include the bank payment slip of the repeat examination fee in the paper package.

Answer Scripts of Online Examination – 2021
Name of the Examination:..............................
Name of the Study Program:.......................................
Index No & Student's Name:...

- Addressed to:
  Assistant Registrar,
  Examination Division,
  University College of Ratmalana,
  1A, Station Road, Ratmalana.