Geomatics

Sabaragamuwa University of Sri Lanka

STUDENTS GUIDE

ONLINE

EXAMINATION

Version 1.0

F A C U L T Y   O F   G E O M A T I C S

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Students' Guide on Conducting Online Exam - Faculty of Geomatics - Version 1.0

The adaption was done by the Sub committee for Online Examinations, Faculty of Geomatics.

Disclaimer

The information in this document was correct and up-to-date at the time of publication. The faculty of Geomatics reserves the right to modify any statement if necessary, make variations to the content or methods of delivery if such actions are endorsed and reasonably considered to be necessary by the faculty examination/assessment panel.

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Abbreviations

EVLE - Examination Virtual Learning Environment

MCQ - Multiple Choice Question

1. Introduction

The information presented in this Students' Guide to Online Examinations (an alternative assessment for the end semester examination) of the Faculty of Geomatics 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 presented here 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, relatives' home or authorized government department/branch/institute, outside the University premises. You will use an internet-connected computer or a similar device to log in to the dedicated Examination Virtual Learning Environment (EVLE) 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 text books, notes, and other resources for examinations conducted in take-home format. You will upload your final answer script of a particular subject into the EVLE before the scheduled end time or date. The candidate also has the facility to hand-write his/her exam responses and upload the clear image versions embedded in a PDF document. In case of real time examinations, the response will be entered directly via the EVLE. The Faculty of Geomatics instructs you to upload your answers via the EVLE within the time period you are given.

2. Registration for Examinations

a) The Faculty will share the declaration form, and you have to accept and fill the form , then forward it to the Assistant Registrar, Faculty of Geomatics. The list of the students who have sent the declaration forms will then be forwarded to the Department of Examinations, and will be finalized by the Senior Assistant Registrar, Examinations.

b) In case the candidate is **unwilling** to take part in the proposed alternative assessment method, the Faculty of Geomatics may allow the student to differ the required assessments up until the immediate next semester/academic year and complete the course unit/module on-site (if it is applicable) without any academic penalty.

3. Examination Dates and Time

The examination timetable will be published via the EVLE and the website of the Faculty in advance.

4. Requirements for Taking Online Examinations

- All candidates have to fill and submit the Declaration Form to register for the online examinations (Annexure II).

- All agreed candidates to be taken part of alternative online assessments, have to fill and submit the *Internet and Computer Availability & Compatibility Form* prior to the commencement of the online examination (Annexure I).

- If any candidate does not fulfill the minimum technical requirements for the online exam as stated in the *Internet and Computer Availability & Compatibility Form,* please consult the Examination Help desk.

- Submit all forms to the Assistant Registrar, Faculty of Geomatics, before the deadline.

- The type of online exam to be conducted for a course will be informed you prior to the examination. There can be different types of online examinations for different courses.

- In all real-time examinations, measures will be taken to proctor the examinations to detect any examination misconduct.

5. Online Examination Platforms

- The online exam will be conducted using the Moodle e-learning platform (Examination VLE)

- Manual online invigilation will be conducted via Zoom or using any other suitable applications.

6. Admission to the Online Examinations

- Candidates must ensure to log into the online exam 20 minutes before the scheduled start time of the examination.

- Candidates should access their online exam for the relevant course through the Online Examination link in the Examination VLE.

- Candidates must carefully read the provided examination instructions.

7. General Rules for Online Examinations

- All candidates must carefully read/listen, and follow the instructions provided by the examination supervisor.

- Candidates are allowed to start the examination only after the supervisor confirms that all required conditions have been 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 are not allowed to use any other devices and applications, except for Moodle, Zoom or any other sites/applications permitted by the examination supervisor.

- During all examination sessions, candidates must turn off all other personnel devices that can disturb the examination, unless it is used to communicate with the supervisors/ invigilators in any case, and has to be placed at a location that can be seen by the supervisors/invigilators at all times.

- Candidates should not use any electronic devices, or refer to materials or resources except those permitted by the supervisor/ examination regulations.

- Candidates will receive the password to access the examination five (05) minutes before the scheduled start time of the exam through an EVLE announcement whenever applicable.

- After completing the exam, candidates are allowed to leave the examination after getting the confirmation of their submission from the supervisor via the set communication platform (eg. Zoom/ WhatsApp)

- Under any circumstances, candidates are not allowed to communicate with, or disturb other participants during the examination session.

- Thirty minutes (30 minutes) of extra time will be given for submission to ensure that the candidates will have enough time in case of any other external issues during the submission. However, this extra time cannot be utilized for answering, which may be traced by the system.

- Any technical issues in submitting answers to online examinations have to be informed to the respective supervisor/invigilators of the course immediately, or within the given 30 minutes of extra time.

- Candidates have to ensure that they submit the complete answer scripts or correct files (in the specified file format).

- No appeal will be entertained for incorrect, corrupted, inaccessible files, or incomplete answer scripts after the exam.

- Requests for re-examination or appeals will not be entertained if the complaints are not made by the students to the respective examination supervisors immediately or within the given 30 minutes of extra time (Except for 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 Academic Regulations, and Examination Rules and Regulations as appropriate.

- All candidates are required to attend the examination mock-run as arranged by the Centre for Computer Studies through the Faculty. 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 respective staff of the Faculty.

8. Guidelines for Real-Time (Invigilated) Online Examinations with Zoom proctoring

- Candidates must download and install the latest version of the Zoom application on their device 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 your face throughout the examination, for identity verification, and they are required to produce the Student Identity Card if requested.

- Candidates must Log in to Zoom 15 -20 minutes before the scheduled exam start time via the link sent to them in the Zoom invitation email. For security reasons, this will be sent only to your University email account or the account registered for the respective examination session.

- Candidates must use their Registration Number as it appears on the Student Identity Card/Student Record Book to log in to the Zoom session. If you join with a nickname or screen name that is not verifiable, you will not be allowed to enter the Zoom session.

- Candidates must turn on the video function on Zoom throughout the examination to allow the supervisor/invigilator to observe you through your device.

- To ensure smooth functioning of the examination and for proper observation of each candidate during the examination session, all the registered applicants will be divided into smaller beak-out groups as appropriate, and will be observed by an invigilator via the zoom application during the scheduled time.

- The identity must be proven by the candidate satisfactorily, when requested by the Supervisor/ Invigilator.

- 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 will have to apply for a Special/Make-up Examination with evidence and justification (such as Internet connection issue with dates and times). However, the final decision will be taken by the Faculty Examination Appeal Board.

- Candidates must finish the exam within the specified time and upload the answers to the system. Any failure to submit would be evaluated as 'zero' marks.

- 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 Zoom at anytime during the examination session as required. Ensure that you have required audibility in your device in such instances.

- The supervisor/invigilator will make announcements as and when needed, and check attendance again via Zoom at the end of the examination.

- Candidates are allowed to use the Chat function on Zoom to send messages to the supervisor/ invigilator 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 mentioned on the announcement of the respective examination paper.

- Candidates are required to write their answers in English only. In the case of handwritten methods, the clarity of the handwriting is very important.

- At the end of the examination session, an additional time (30 minutes) will be given for scanning and uploading the exam answer scripts in the specified file format (i.e., PDF).

- It is the candidate's responsibility to make submissions readable (including photographing and scanning/compiling etc.)

- The number and types of files to be submitted will be given in the general instructions in the examination paper.

- In case of any difficulty in submission, candidate must contact the examination help-desk.

10. Materials for Your Examination

Additional materials required for the examination (for example, textbooks or case studies) will be provided to you in advance or as part of the examination paper accordingly.

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:

- Candidate should write the Index number clearly on answering papers. Your response/answer script should ONLY be identified by your Index Number.

- The question numbers and page numbers must be clearly indicated.

- You may only submit relevant documents. Any scanned images, diagrams, or handwritten contents must be added into a **<u>single document</u>**. Please make sure that you upload the correct document with all pages. NOTE that you will not be able to change the document once submitted.

- Your response/answer script must be submitted within the time frame of the respective examination paper.

- Save your exam response in the specified file format as given in the exam paper:

  e.g. *Index Number_Course Code*. *File Extension*

  (Example: *15GES2000_SG32124.pdf*).

12. If You Need to Hand-write Your Examination Response

- If you need to hand-write 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 PDF scan application (eg: AdobeScan) are the recommended applications that can be used to scan the handwritten answer scripts (download links are provided at the end of the document). You can use Cam Scanner, Doc Scanner applications via your phone to scan the answer scripts.

13. The Honor Code for Open-book Examination

i.   The Faculty considers that accessing the question paper via any other means than through the designated online platform, and/or sharing the question paper/answers 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, such as Turnitin.

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.   Duly signed Declaration form (Annexure II) must be submitted by the candidate before the Examination.

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 session.

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 Help-desk of 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 for required technical assistance or

NOTE: The contacts of the Examination Help-desk will be notified in due course.

16. Examination Misconduct

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

i. Committing plagiarism.

ii. Colluding with other students, which is defined as the unauthorized collaboration by two or more students on any form of assessment.

iii. Unauthorized use of electronic media and devices.

iv. Contract Cheating, such as buying the services of online essay mills etc.

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

17. Useful Links for document compilation.

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/9wzdncrfj3t8?activetab=pivot:regionofsystemrequirementstab

Annexure

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

The following information is available in the online form in the EVLE. The candidate must fill the form and submit it online through the EVLE.

Name:

Index No:

Address of the preferred location during the examination:

Phone number/ WhatsApp / Viber:

No.	Requirements	Available (√) or Not Available (X)
Requirement for all online exam		
1	Desktop Computer or Laptop Computer with camera	
2	Mobile phone or Tablet with camera	
3	University email address	
4	EVLE (Moodle) Login	
5	Internet Connection	

	Your device must comprise with the below requirements for invigilation and proctoring of online examinations	
1	A functioning microphone	
2	Zoom Application (latest version)	
3	Web Camera (minimum 640 x 480 resolution)	
4	A compatible browser: Google Chrome (preferred), Mozilla Firefox or Safari	
5	PDF Viewer	
6	Moodle Mobile App	
7	Adobe Scan/Microsoft Lens	

Annexure II: Declaration Form

Declaration by Student for Online Examination

Name of the Student: _____   Index Number: _____

A)   I AGREE TO TAKE THE ONLINE EXAMINATION: _____

I do hereby undertake to submit, without demur or protest, to the decision of the Faculty of Geomatics as far as the online examination and its results are concerned. I will be strictly following the instructions 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 EVLE to get the necessary instructions and exam schedule from the Faculty.
3. I will contact the Faculty 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 minimal external noise and sufficient lighting) in order to minimize any disturbances 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 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 the relevant deliverable 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 Geomatics,* 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.*

B)   I DO NOT AGREE TO TAKE THE ONLINE EXAMINATION : _____

1. I will take part the on-site evaluation as mention in the section *(2) b* of the Students Guide for Online Examination, when the Faculty of Geomatics may conduct accordingly.

Signature:_____

Location :
Latitude :
Longitude :

Date:_____