

**Masters Examinations 2021**  
**1st/2nd/3rd & 4th Semesters**  
**August, September 2021**  
**Instructions for Candidates (V1.0<sup>1</sup> - 22nd July 2021)**

UCSC has been conducting face-to-face examinations at the university premises in an invigilated-environment. However, due to the prevailing Pandemic situation, it has decided to change the face-to-face examination to online proctored examination.

During this alternative online examination, the candidates will be required to answer question papers using the proctored online examination mode. The duration of the exam paper will be two hours as usual, however the structure of the paper will be similar except that the question paper will be split into two papers as Part A and Part B (one hour each). There will be a 30 minutes preparation time prior to the exam for preparatory tasks required for the proctoring mode of the examination. There will be additional time at the end only for submitting the answer scripts to the online examination system.

Please read the following instructions carefully and follow;

1. The candidates who are sitting for the upcoming semester examinations and MOCK test (Semester 1, 2, 3 & 4) are required to fill the online form with contact details etc., as per PGVLE notice by the Examination Division on or before **Thursday 22nd July 2021**.
  
2. The candidates who are sitting for the upcoming semester examinations and MOCK test are required to have access to the following devices; It is recommended that candidate have **three devices** to ensure required proctoring process
  - a. A **laptop** (or **desktop** computer with a microphone & a webcam) to be used for the **Online Examination System**  
AND
  - b. In addition to (a) above **two other devices** from one of the following;  
OPTION 1:  
Two mobile devices (tablet/phone)

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<sup>1</sup> Please note that the revised versions of this instruction sheet may be published on PGVLE through PGVLE site notices, and you are required to refer to the latest version of the document on PGVLE.

OR

OPTION 2:

one mobile device(tablet/phone) AND either a laptop computer or a desktop computer with microphone & webcam

- i. Primary phone (the phone number provided by the candidate to the Exam Division) should be kept on the desk. This phone should be used for
    - (a) scanning the scripts & admission card;
    - (b) contacting the candidate during exam by the invigilator if necessary; and
    - (c) as a fall back to keep zoom session live through exam in case of the issue with device used for proctoring
  - ii. The other device (Mobile Device/Desktop/Laptop) will be used for Zoom based proctoring on a side of the desk for capturing the screen of the front machine and the student. A diagram illustrating the expected setting will be made available on PGVLE and student is strongly advised to test the setup in advance
  - iii. Both devices in (b) should have internet connectivity.
- c. The exam is conducted as an online proctored mode. The laptop or desktop computer should have power sufficient for the duration of the examination. All the three devices should have internet connections.
3. The candidates who are sitting the upcoming semester examinations (Semester 1, 2, 3 & 4) SHOULD sit for the MOCK test scheduled on 24th Saturday and 25th Sunday as per published schedule on PGVLE to be familiarized with the online proctored exam process.
  4. Candidates are advised to try out the **Trial Online Examination course E0001** PGVLE to be familiarized with the instructions during real examination, steps and the process etc.
  5. The duration of the examination paper is **two hours** and additional time in the time table is for preparation and uploading of documents. The examination paper is split into **two parts as A and B**, each having 1 hour duration.

6. Candidates are required to upload duly completed Declaration Form sent with admission card or made available on PGVLE for Online Proctored examinations of the master programmes of 1st/3rd and 2nd/4th semesters 2021 to the given link in the PGVLE before the **28th July 2021**. Candidates who do not submit a declaration prior to the given deadline will be considered as an unauthorised candidate.
7. Candidates should keep the **Microphone unmuted** and **Video turned on** during the **Zoom** session of the examinations (Candidates should maintain an appropriate quiet environment) and follow the instructions of the supervisors/invigilators.
8. Candidates are required to be **appropriately dressed** during the online examination.
9. Candidates are required to keep the following items ready with you when logging into the examination

#### **Check List**

- UCSC student ID
- Pens, pencils, erasers, rulers, paper clips etc.
- Sufficient number of Blank Answer Sheets (you may either print the template made available on PGVLE or use the format given on blank A4 or other appropriate paper paper)
- Two copies of **printed** cover templates (Part A and Part B) of the Answer Script Cover Page available on PGVLE
- **Printed Admission Card** to be signed and uploaded a scan copy at the end of examination.
- Two Mobile Phones with battery charged for a minimum of 3 hours. It is recommended that phone chargers and power sockets are kept/arranged near the exam desk.
- Internet connectivity for all three devices (a) Laptop/Desktop computer with webcam and mic, (b) Mobile used for Zoom proctoring (c) Mobile used for scanning scripts, signed admission card, and contacting the candidates by the exam officers if necessary during exam. It is recommended to have Internet connection to the three devices from at least two Internet service providers to avoid any possible disruptions. It is recommended to check the connectivity speeds in advance and sit the examination from a suitable location.
- You are advised to check with LECO/CEB about any scheduled power cuts to avoid such power issues while sitting the examination from an appropriate

location. It is strongly recommended that the candidates take all possible precautions to make sure to avoid any power related issues (by using UPS, battery banks, location change, etc). Candidates should test and make sure that all equipments are functioning prior to the exam (web cam, mic)

- The following software should be installed on mobile phones and laptop/desktop
  - Zoom installed on all three devices
  - CamScanner App or equivalent to scan the answer script on both Mobile Phones (Candidates themselves should familiarize themselves with the scanning software they use to avoid unnecessary delays).
  - At least two web browsers installed on laptop/desktop. It is recommended to use **Chrome/Firefox** during examination.
  - WhatsApp logged in using the Secondary Phone(phone to be used for communication with invigilators).
  - **\*\* Candidates are strongly advised to test all software and be familiar with the scanning software and Exam System interface and be ready to scan, upload the script within the given time duration.**
- This applies if the candidate informs the Examination Division prior to the exam and sits the exam with one mobile device with internet connection. However it is strongly recommended to use the recommended setup fall back mechanisms for devices, connectivity and precautions for .
  - After answering each part (part A and part B of the paper), the candidate is required to login to the zoom session of the computer while keeping the zoom session of the phone. Once Invigilator provides instructions, the candidate can take the mobile, scan, and upload the scanned script.
- **\*\*If the candidates get disconnected from the Zoom proctoring session he/she may be considered as an unauthorised candidate.**
- Credentials to the Exam systems URL <https://green.ucsc.cmb.ac.lk> will be sent to the candidates via an email notification to the candidate's email address given on PGVLE. PGVLE notice will be posted once credentials are sent to the candidates. Candidates are required to login to the exam systems in advance and required to change the default password.
- Zoom Session credentials for each exam paper will be available on the e-admission card provided. You are required to login to the correct Zoom session for the relevant paper for the examination.

## Process During Exam:

### [30 Minute for preparation]

Please, note that the following steps are arranged in chronological order.

1. Candidates should login to **Exam System (<https://green.ucsc.cmb.ac.lk>)** .
2. Candidates **MUST allow access to camera and mic on the laptop/desktop machine** when prompted by the proctoring software on Exam System.
3. The Devices used to proctor should login to the Zoom link provided in the admission card relevant to the paper.
4. Microphone should be kept unmuted and video turned on on the device running the Zoom proctoring session during the exam.
5. Invigilators will post a mobile number that will be used to contact the candidate if necessary during the examination. Candidates should write down the number on a blank paper and keep it on a side. The candidate should only answer calls coming from that number during the examination. Making phone calls for any other purpose are not permitted during the exam. Please, note that the invigilator's number given to you will be different from exam to exam.
6. Candidates should show both sides of the UCSC student ID close to the webcam on the laptop/desktop used to log into the examination system. ID should be pointed to the camera and hold steady for about 60 seconds and you are advised to check on video on the web browser whether the ID is readable and clear.
7. Candidates should show the exam venue using the phone running Zoom session.
8. Candidates should show blank papers on the table using the Zoom session.
9. Candidates should write down the "**Text for Handwriting Sample**" provided on Exam System on the space provided in the pre-printed cover page template (available on PGVLE) for handwriting checking of the scripts. Instructions will be available on the exam system . The text provided for each paper will be different hence should not be written until instructed by the Invigilator.
10. download password protected paper before starting the exam.

### [70 minutes First Half of Examination: Part A]

11. Invigilator will instruct candidates to Start the quiz ("Part A-Start the Examination" on the system) available on the Exam System.
  - a. Candidates should click on the "Attempt Quiz Now" button to start the examination

- b. Candidates must allow the webcam to continue the examination process.
  - c. Candidates MUST tick "I agree with the validation process."
  - d. Then, click on "Start attempt" to open the quiz.
  - e. The webcam will be displayed on the left hand side of the quiz (Quiz timer will be started at this point).
  - f. Candidates **SHOULD NOT** close the browser of the Exam System during the examination
12. Candidates SHOULD show his/her Handwriting Sample Text to the webcam for about 60 seconds. Candidates should observe the video from the webcam on the computer and make sure that the National ID is clearly visible.
  13. Then, candidates SHOULD show the handwriting sample to the webcam for **about 60 seconds**. Candidates should observe the video from the webcam on the computer and make sure that handwriting is clear
  14. Passwords for Part A examination paper is displayed on the Exam System
  15. Candidates should copy and paste the password on the examination paper (PDF document) to open Part A of the examination paper.
  16. Candidates can start writing the answers for part A of the examination paper.
  17. Stop Writing after 60 minutes and Invigilator will instruct candidates to keep pen away
  18. Candidates should keep the pages in correct order.
  19. Candidate should show the last page of the script close to webcam for **about 60 seconds**. Candidate should observe the video from the webcam on the computer and make sure that handwriting is clear and page number of last page is clear.
  20. Upload the Part A in [70 minutes(60+10) ( 10 minutes upload time)]
    - a. Candidates to scan the script using CamScanner or equivalent software on the second phone. **Candidate MUST scan all pages clearly on the page number order.**
    - b. **Email the file to the computer running Exam System. It is recommended to use a gmail account for this purpose)**
    - c. Download file on computer and rename the the file name as CourseCode\_PartA\_IndexNumber.pdf (eg: MIT3205\_PartA\_12345678.pdf)
    - d. Submission of part A to the link provided on Exam System ("**Part A - Upload Answer Script**")
    - e. Candidates to check if upload is clear and complete
    - f. Candidates SHOULD ensure all pages are uploaded properly and they are readable etc before submitting to the Exam System. Candidate is responsible to ensure that the scan is complete and readable.

- g. Follow all above instructions to complete the Submission of part A.

## [70 minutes Second Half of Examination : Part B]

- h. Invigilator will instruct candidates to Start the quiz (“*Part B-Start the Examination*” on the system) available on the Exam System.
- i. Candidates should click on the “**Attempt Quiz Now**” button to start the examination
  - ii. Candidates must allow the webcam to continue the examination process. Candidates **MUST** tick “**I agree with the validation process.**” Then click on “**Start attempt**” to open the quiz.
  - iii. The webcam will be displayed on the left hand side of the quiz (Quiz timer will be started at this point).
  - iv. Candidates **SHOULD NOT close the browser of the Exam System during the examination**
- i. Passwords for Part B examination paper is displayed on the Exam System
- j. Candidates should copy and paste the password on the examination paper (PDF document) to open Part B of the examination paper.
- k. Candidates can start writing the answers for part B of the examination paper.
- l. Stop Writing after 60 minutes and Invigilator will instruct candidates to keep pen away
- m. Candidates should keep the pages in correct order.
- n. Candidate should keep the last page of the script close to the webcam for **about 60 seconds**. Candidate should observe the video from the webcam on the computer and make sure that handwriting is clear and page number of last page is clear.
- o. Upload the Part B in [70 minutes(60+10) ( 10 minutes upload time)]
- i. Candidates to scan the script using CamScanner or equivalent software on the second phone. **Candidate MUST scan all pages clearly on the page number order.**
  - ii. **Email the file to the computer running Exam System. It is recommended to use a gmail account for this purpose)**
  - iii. Download and rename the the file name as CourseCode\_PartB\_IndexNumber.pdf (eg: MIT3205\_PartB\_12345678.pdf)
  - iv. Submission of part B to the link provided on Exam System (“**Part B - Upload Answer Script**” )

- v. Candidates to check if upload is clear and complete
- vi. Candidates SHOULD ensure all pages are uploaded properly and they are readable etc before submitting to the Exam System.  
Candidate is responsible to ensure that the scan is complete and readable
- vii. Follow all above instructions to complete the Submission of part
- p. Admission Card to be signed and uploaded by candidates to the Link provided on on Exam System (“Upload signed Admission Card”)
- q. Candidates upload exact copies of scripts together with an Admission card to Google Form (**3 attachments**) given in the Exam System.
- r. Invigilator to check script before Candidates leave
- s. Candidates should keep the Zoom Session until Invigilators instructs to do so