University of Colombo School of Computing
Masters Examinations 2021
1st/2nd/3rd & 4th Semesters
August, September 2021
Instructions for Candidates (V3.0[1] - 28th July 2021)

General Instructions

UCSC has been conducting face-to-face examinations at the university premises in an invigilated-environment. However, due to the prevailing covid-19 Pandemic situation, it has become necessary, due to the government directives and guidelines as well as the safety and wellbeing of the student, staff, their families and the people at large, to change the face-to-face examination environment to an online proctored examination environment.

UCSC is conscious that it has to hold the examinations at the earliest with the least degree of inconvenience and disruption to all concerned while upholding the integrity of the examinations and thereby ensuring the reputation and standing of the institution as well as the degrees awarded by it.

UCSC is justifiably and judiciously ready and willing to adopt suitable alternative methods and modes to ensure that our students are not made to languish and labour the pain of indeterminable wait without completing their studies on one hand, but to offer a rational, realistic and equitable opportunity to them to undertake the examination processes which underscore reliability and acceptability by all reasonably minded people on the other.

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.

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[1] Please note that the revised versions of this instructions 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.

Please read the following instructions carefully and follow;

1) The candidates who are sitting for the upcoming semester examinations and MOCK test are required to have appropriate devices for proctored exam setup as stated in i-iv below following;

    i. **A <u>device with internet connection to use the Online Exam System</u>**
  - a candidate may use a laptop computer or,
  - desktop computer with a microphone & webcam

    ii. **A <u>device with internet connection to run the Zoom proctoring from a side</u>** of the candidate as shown in the instructions**.** A diagram illustrating the expected setting is made available on PGVLE and student is strongly advised to test the setup in advance
  - a candidate may use a mobile device (smart mobile phone/tablet) or,
  - a laptop computer or,
  - desktop computer with a microphone & webcam

    iii. A **<u>method to scan</u>** the Answer Scripts for Part A & B and Admission Card
  - a candidate may use;
    - a second mobile device (smart phone/tablet) or,
    - a scanning device (Scanner. All-in-one printer etc) connected to computer used in (i) above or,
    - the same mobile device used for Zoom proctoring a side of the exam desk used. As it is required to keep Zoom proctoring session during the examination, please follow the following steps;
      - Before scanning the paper, login to the Zoom session on the device used in (i) above and switch on the video.
      - Scan the paper using the mobile and upload as instructed.
      - Once the upload is done successfully, restore the original Zoom proctoring session on the mobile device.
      - logout from the Zoom session on the front computer (Exam proctoring system)

iv. A **phone number to contact by the invigilator** during the examination if a necessary.

- a candidate may use
    - Same second smart mobile device (with a SIM) used for scanning etc in (iii) above or
    - a feature phones (ordinary phone)

3) Since the exam is conducted as an online proctored mode, the devices used should have power sufficient for the duration of the examination.

4) Any candidate who may not be able sit the scheduled examination shall make a written request to the board of study or Research and Higher degrees and they will be provided an opportunity to sit the next available opportunity without any academic or financial penalty.

5) A candidate who is unable to take part in the Mock Test may use the *sample exam course* available on PGVLE to be familiar with instructions and the process. However live proctoring features etc., are not available on the offline sample Exam Course.

6) In the event a candidate has a technical failure in any form,
    a. The student should contact the invigilator <u>immediately</u> with the given number (provided during the preparatory period of the respective exam session) AND,
    b. *post a message with the index number, Name and Group number* (as per exam schedule published) on the WhatsApp number given on the PGVLE. The Exam Supervisor and Invigilator shall provide necessary instructions.

7) **I**f a candidate gets disconnected from the Zoom proctoring session he/she may be considered as an unauthorized candidate similar to face-to-face examination.**

8) A candidate may appeal to the board of study with appropriate evidence in case of any technical failure during examination.

9) The candidates should inform the examination division in advance through the Google Form provided on PGVLE the device setup, declaration of the address of the location student sits the exam etc. by the given deadline.

10) 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.

11) 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.

12) 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 as per instruction given before. Candidates who do not submit a declaration prior to the given deadline will be considered as an unauthorized candidate.

13) Candidates should keep the **Microphone unmuted and Video turned on** during the Zoom session of the examinations (Candidates should try to maintain an appropriate quiet environment) and follow the instructions of the supervisors/invigilators.

14) Candidates are required to be **appropriately dressed** during the online examination.

15) 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 for each exam paper which is available on PGVLE.
    - ☐ A copy of printed **MCQ Template** available on PGVLE to be use in papers which have MCQ question

- ☐ **Printed Admission Card** to be signed and uploaded a scan copy at the end of examination.

- ☐ Mobile devices with sufficient battery for the duration of the exam. It is recommended that phone chargers and power sockets are kept/arranged near the exam desk.

- ☐ Internet connectivity should be available for the devices (a) Laptop/Desktop computer with webcam and mic, (b) Mobile used for Zoom proctoring (c) if a Mobile device is used for scanning scripts & admission card. It is recommended to have Internet connection to the 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 equipment are functioning prior to the exam (web cam, mic).

- ☐ ****It is recommended to take precautions to make sure that internet connection is not disconnected due to lack of data etc. as Zoom Session consumes data due to video stream.**

- ☐ The following software should be installed on mobile phones and laptop/desktop

- o Zoom installed on all devices

- o CamScanner App or equivalent on mobile device, if candidate scans the documents using a mobile device (Candidates should familiarize themselves with the scanning software they use to avoid unnecessary delays).

- o At least two web browsers installed on laptop/desktop. It is recommended to use **Chrome/Firefox** during examination.

- o WhatsApp available on mobile device (phone to be used for communication with invigilators in case of technical failure).

- o ** 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.

- ▪ ** it is recommended to have a dedicated device for zoom proctoring.

- Credentials to the Exam systems URL **https://green.ucsc.cmb.ac.lk** has been sent to the candidates via an email notification to the candidate's email address given on PGVLE. PGVLE notice has been posted on the same. 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 is available on the **e-admission card** provided. You are required to login to the correct Zoom session for the relevant paper for the examination. The candidate should rename the Zoom Session as IndexNumber_NameWithInitials (eg. 123456_ABCDPerera) and always appear with same name(in case a candidate use the same mobile device for both scanning and Zoom proctoring from the side, he/she should rename after restoring Zoom session as stated above). Candidate should take appropriate measure to avoid Zoom session getting interrupted by receiving phone calls etc.

Process During Exam

The process during the examination has three stages as follows;

Stage 1:

[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. **Candidate is required to rename & maintain the Zoom Identity in the Exam Session as the IndexNumber_NameWithInitials (e.g 12345678_ABCDPerera)**
4. Microphone should be kept unmuted and video turned 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 paper to exam paper .
6. Candidates should show UCSC Student ID to invigilator via Zoom Session.
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.

Stage 2:

[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 unless instructed by the invigilator

12. Candidates SHOULD show his/her UCSC Student ID the webcam for about 60 seconds when instructed by the Invigilator. Candidates should observe the video from the webcam on the computer and make sure that the UCSC Student ID is clearly visible.

13. Then, candidates SHOULD show the handwriting sample to the webcam for about 60 seconds when instructed by the Invigilator. 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 two minutes** before ending the Quiz when instructed by the Invigilator. Candidate should keep the last page of Part A

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 Scanning device, CamScanner or equivalent software on the mobile device). **Candidate MUST scan all pages clearly on the page number order.**

        o   Email the file to the computer running Exam System if scanned using a mobile device. It is recommended to use a Gmail account for this purpose) . Download file on computer from email account

    (b.) **Rename the file name as CourseCode_PartA_IndexNumber.pdf   (eg: MIT3205_PartA_12345678.pdf)**

    (c.) **Submission of part A** to the link provided on the Online Exam System ("Part A - Upload Answer Script")

    (d.) Candidates to **check if uploaded document is clear** and complete.

    (e.) 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.

    (f.) Follow all above instructions to complete the Submission of part A.

Stage 3:

[70 minutes Second Half of Examination : Part B]

21. Invigilator will instruct candidates to Start the quiz ("*Part B-Start the Examination*" on the system) available on the Exam System.

        o   Candidates should click on the "**Attempt Quiz Now**" button to start the examination

        o   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.

        o   The webcam will be displayed on the left-hand side of the quiz (Quiz timer will be started at this point).

        o   Candidates **SHOULD NOT close the browser of the Exam System during the examination unless instructed by the invigilator**

22. Passwords for Part B examination paper is displayed on the Exam System

23. Candidates should copy and paste the password on the examination paper (PDF document) to open Part B of the examination paper.

24. Candidates can start writing the answers for part B of the examination paper.

25. Stop Writing after 60 minutes and Invigilator will instruct candidates to keep pen away

26. Candidates should keep the pages in correct order.

27. Candidate should **show the last page** of the script two minutes before ending the Quiz when instructed by the Invigilator. Candidate should keep the last page of Part A 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.**

28. Upload the Part B in [70 minutes (60+10) (10 minutes upload time)]

   (a.) Candidates to scan the script (using Scanning device, CamScanner or equivalent software on the mobile device).

   o   Email the file to the computer running Exam System if scanned using a mobile device. It is recommended to use a Gmail account for this purpose) . Download file on computer from email account

   (b.) **Candidate MUST scan all pages clearly on the page number order.**

   (c.) **Rename** **the file name as** **CourseCode_PartB_IndexNumber.pdf**   **(eg: MIT3205_PartB_12345678.pdf)**

   29. Submission of part B to the link provided on Exam System ("Part B - Upload Answer Script")

   (a.) 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**

   a.   Admission Card to be signed and uploaded by candidates to the Link provided on Exam System ("Upload signed Admission Card")

   b.   Candidates upload **exact copies** of scripts together with an Admission card to Google Form (**3 attachments**) given in the Exam System.

   c.   Candidate should **show the last page of both Part A and Part B of script** with page number clearly to **the Zoom session** at the end.

   d.   Candidates should keep the Zoom Session until Invigilators instructs to do so

Appendix

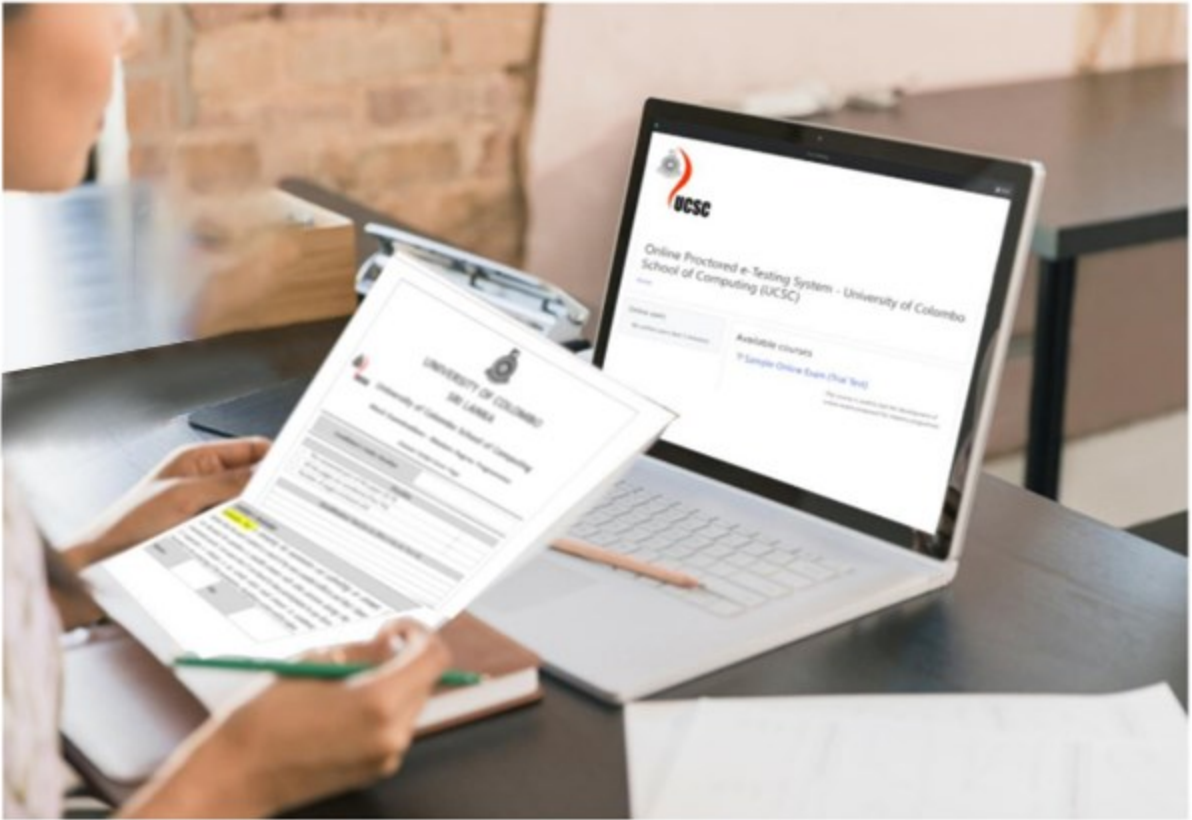**Instructions for Webcam Setup for Proctoring During Online Examination**

Please find the following diagram and video that illustrate the required positioning camera angle for proctoring during the online examination. The device running the Zoom Session should be positioned appropriately to **clearly show the screen of front computer (should minimize glare), & candidate face with answer scripts**. The device and internet connection SHOULD be appropriate to keep the Zoom Session running through the examination process**.** **Please note that the proctor's view illustrated in the diagram on the PGVLE is ESSENTIAL for the supervised examination.**

- **Therefore, students should set up and test the device on the side of the exam desk prior to the examination, in order to avoid any undue delays in srart writing when instructed by the invigilator. Please see the illustration in** *page 11*.

- **It is strongly recommended that students take all possible precautions to maintain the required continuous view as per instructions given for proctoring.**

Candidate should position the proctoring device (Zoom session) by using an appropriate method(a table, tripod etc) on the side of the Candidate so that the view as shown in PGVLE is set up before the examination correctly. The view should show clearly the table top with writing papers etc, candidate's face and screen running Examination System clearly to the invigilator. (device should not be kept too far making screen not clear)

Candidates are not permitted to use dual displays or head sets etc during the examination.

Video Link

Video Link;
https://www.youtube.com/watch?v=BoeXRLfpYv4