Masters Online Examination System 2021– Semester 4 - Student Guide – V1.0[1]
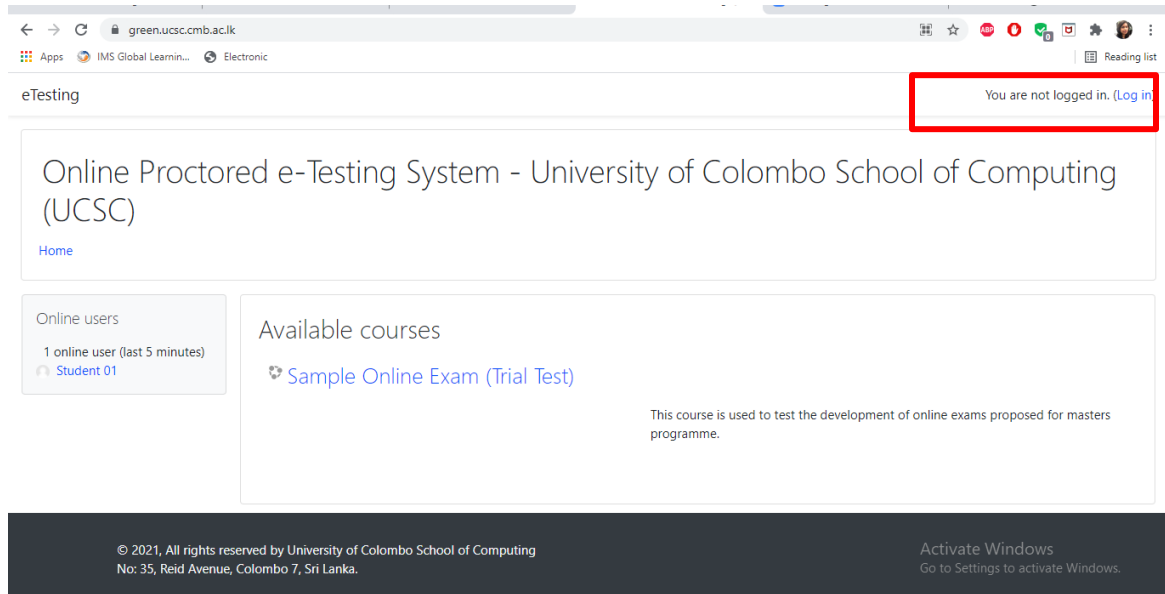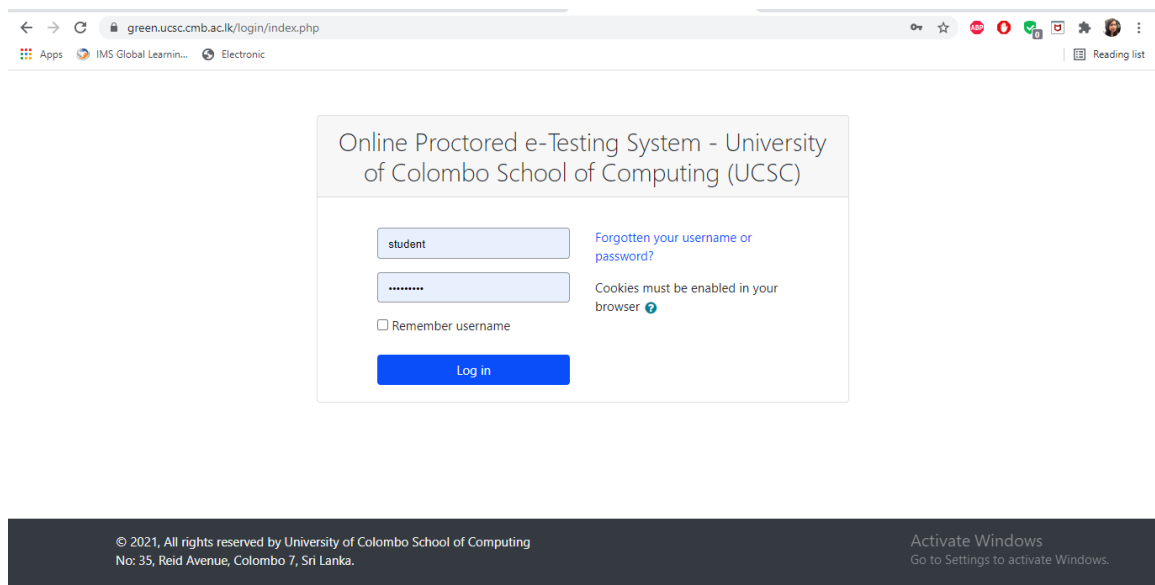
1. Enter the following URL to login to Online Examination System
   https://green.ucsc.cmb.ac.lk/

2. Click on "**Log in**" option shown at the top right-hand corner (as shown above) to Login to the Examination System.

3. Enter your credentials and press "**Log in**".

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[1] 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.

4. You will be directed to the Online Examination System as shown below. Click on the corresponding exam link (*please note that only a sample is shown here*) and you will be directed to the online examination page.

5. Carefully read the general instructions given on the Online Examination System.

General Instructions

The total answering time is 2 hours as per previous examinations.

- 30 mins is for the preparation prior to examination

- 2 hour for answering the examination paper

- 20 minutes for uploading the answer script

Please note that random photos of the candidate will be captured by this Online Examination System and Zoom proctoring session will be recorded by UCSC

6. To verify your handwriting, click on the "**Text for Handwriting Sample**" link, and write down the content given in the link precisely as the same on the space provided in the pre-printed cover page template provided to you on the PGVLE.
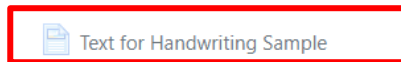*Note: The text provided for each paper will be different and will be available only at the given time (sample time is given) hence should not be written until instructed by the Invigilator.*

General Instructions

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📄 Text for Handwriting Sample

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To verify your handwriting, please click the link above, and write down the content given in the link precisely as the same on the space provided in pre-printed cover page template provided to you on the PGVLE.

7. Return to the previous Online Examination Page and scroll down to **Examination Paper** section. Read the given instructions carefully and download the examination paper. Please note that the paper is password protected.

Examination Paper

Students should answer the question paper in 120 minutes (2 hr).

You need to download the question paper before you start the exam. The question paper is password protected.

After you start the exam, you will see the password to open the question paper.

Please note that you MUST enable the BOTH Webcam and Microphone before you start the exam for proctoring purposes. The webcam will randomly take pictures of the candidate during the examination. You are advised to dress appropriately during online examination.

📄 Download the Exam Paper

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8. Continue to "**Start the Examination**".

Start the Examination

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Please click the above link to start the exam, and you will be able to see the password to open the exam paper (PDF) document. (Note the starting time of the exam)

a. You should click on the "**Attempt Quiz Now**" button to start the examination.
b. Enter the "**Quiz Password**" provided by the Supervisor/Invigilator of the exmaination
c. You MUST allow the webcam to continue the examination process.
d. You MUST tick "**I agree with the validation process.**"
e. Then, click on "**Start attempt**" to open the quiz.

Start attempt   ✕

Password

To attempt this quiz you need to know the quiz password

Quiz password   [   ]

Allow your webcam to continue

This exam requires webcam validation process. You must allow the webcam AND check the remember this webcam option checkbox. Your webcam will take some random pictures during the quiz
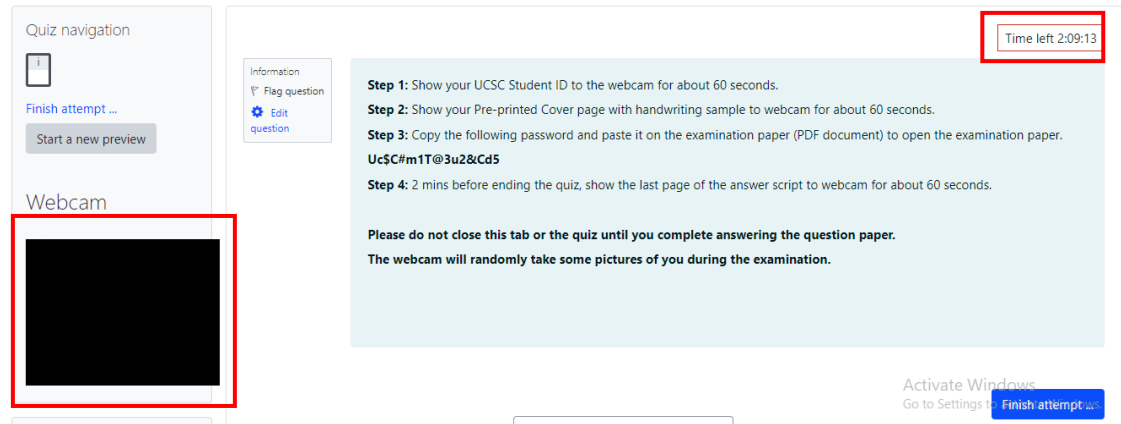(Please allow your web browser to access your camera).

☐ I agree with the validation process.

Time limit

Your attempt will have a time limit of 2 hours 10 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?
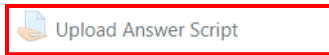
Start attempt   Cancel

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

g.   You **MUST NOT** close the browser of the Exam System during the examination.

h.   **Step 1:** You MUST show your UCSC Student ID to the webcam for about 60 seconds. You should observe the video from the "Webcam" of the quiz and make sure that the Student ID is clearly visible.

i.   **Step 2:** You MUST show the handwriting sample to the webcam for about 60 seconds. You should observe the video from the "Webcam" of the quiz and make sure that the handwriting is clear.

j.   **Step 3:** Open the examination paper and you MUST copy and paste the given password when prompted. You can start writing the answers for the examination paper.

k.   **Step 4:** 2 mins before ending the quiz, you MUST show the last page of the answer script to the webcam for about 60 seconds. You should observe the video from the "Webcam" of the quiz and make sure that handwriting is clear and the page number of the last page is clear.

At this stage, you should be scanning the physical cover page and answer scripts into a single PDF file, name it CourseCode_YourIndexNumber.pdf (e.g. MIT3205_12345678.pdf), and transfer the same to the computer which you have logged in to the online examination system.

9. Continue to "**Upload Answer Script**".

a. Click on "**Upload Answer Script**"

b. Click on "**Add Submission**"

c. Drag and drop the scanned answer script PDF to the submission box.

Upload Answer Script

After you finish answering, follow the guidelines to scan all the pages [Cover Page and Inner Pages (Answer sheets)] and create one PDF file as described in the instructions given beforehand.
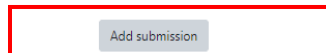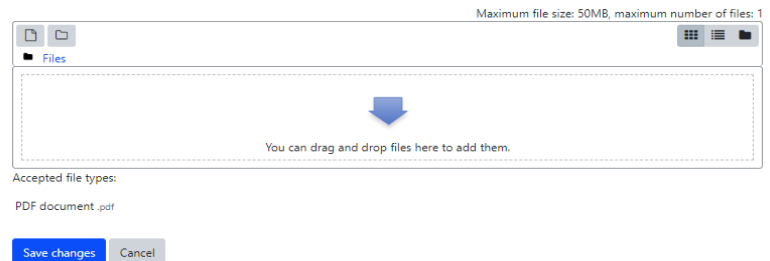
The name of the PDF file should be as follows.

CourseCode_YourIndexNumber.pdf (e.g. MCS4207_12345678.pdf)

Upload the scanned PDF by clicking on the "**Upload Answer Script**" link.

File submissions   Maximum file size: 50MB, maximum number of files: 1

Files

MIT3205_Part...

Accepted file types:

PDF document .pdf

[**Save changes**] [Cancel]

d. Click on "**Save Changes**".

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Friday, 23 July 2021, 7:10 PM
Time remaining	1 day 9 hours
Last modified	Thursday, 22 July 2021, 9:45 AM
File submissions	MIT3205_PartA_1234567.pdf 22 July 2021, 9:45 AM

[Edit submission] [Remove submission]

You can still make changes to your submission.

[Submit assignment]

Once this assignment is submitted you will not be able to make any more changes.

e. At this point, you should verify whether the paper has been uploaded correctly. Click on "**Submit assignment**" to submit the assignment for grading.

Upload Answer Script

After you finish answering, follow the guidelines to scan all the pages [Cover Page and Inner Pages (Answer sheets)] and create one PDF file as described in the instructions given beforehand.

The name of the PDF file should be as follows.

CourseCode_YourIndexNumber.pdf (e.g. MCS4207_12345678.pdf)

Upload the scanned PDF by clicking on the "**Upload Answer Script**" link.

Confirm submission

☑ This submission is my own work, except where I have acknowledged the use of the works of other people. ❶

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

[Continue] [Cancel]

There are required fields in this form marked ❶ .

f.   Tick the declaration and click on the "**Continue**" button. Then, you will be able to see the following screen.

Upload Answer Script

After you finish answering, follow the guidelines to scan all the pages [Cover Page and Inner Pages (Answer sheets)] and create one PDF file as described in the instructions given beforehand.

The name of the PDF file should be as follows.

CourseCode_YourIndexNumber.pdf (e.g. MCS4207_12345678.pdf)

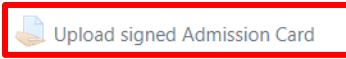Upload the scanned PDF by clicking on the "**Upload Answer Script**" link.

Submission status

Submission status	Submitted for grading	
Grading status	Not graded	
Due date	Friday, 23 July 2021, 7:10 PM	
Time remaining	1 day 9 hours	
Last modified	Thursday, 22 July 2021, 9:46 AM	
File submissions	📄 MIT3205_PartA_1234567.pdf	22 July 2021, 9:45 AM

Activate Windows

Admission Card Submission

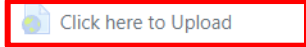Admission Card Submission

Upload signed Admission Card   ①

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You are required to sign the relevant line in the Admission Card, scan and upload it to the link given above.

You **SHOULD** upload **scanned answer script (identical copy as uploaded to Exam System) AND** the **scanned version of the signed admission card** to the google form within 30 minutes after the exam.

Click here to Upload   ②

Restricted Available from **23 October 2021, 11:30 AM**

1. Upload the scanned PDF of the signed admission card to the "**Upload signed Admission Card**" link.
2. Upload the scanned answer script (identical copy as uploaded to Exam System) AND the scanned signed PDF admission card to the google form ("**Click here to Upload**").

After completion of the examination, please logout from the Online Examination System.