

Repeat “Examination” Registration in LMS

Repeat Examination registration is available for students with the following academic status:

- Previous grade is C-, D, or I for a module requiring sitting for a final written examination (not 100% CA modules). That is an upgrade to a previous grade of a module.
- Received academic concession for the final written exam (grade is N).

Note: Refer the list of modules with 100% CA (i.e. no final written exam) that are required to be registered at the beginning of the semester even though the grade is a C-, D or I.

Steps:

1. Enter username and password and login to LMS (<https://lms.mrt.ac.lk/>).
2. Click Student Repeat Registration (In left panel, as shown in Figure 1)
→ Repeat Registration

The screenshot shows the LMS interface. On the left is a navigation menu with categories: Welcome to LearnOrg, My LearnOrg, Student Area, Complaining & Reporting, Hostel Management, Student Repeat Registration, and Students Details. Under 'Student Repeat Registration', 'Repeat Registration' is highlighted. The main content area is titled 'Add repeat student's Enrollments' and contains a form with four dropdown menus for Course, Department, Academic Year, and Repeat Level, followed by a Repeat Semester dropdown and a Go button. Below the form are column headers: Course, Department, Academic Year, Repeat Level, and Repeat Semester.

Figure 1: Repeat Enrollment Selection Panel

1. Select relevant Course, Department, Academic Year (**Current Academic Year**), Repeat Level and Repeat Semester from drop down menus as shown in Figure 2.
 - **IT-DIT** for Subjects offered by IT Department
 - **IT-DCM** for Subjects offered by CM Department
 - **IT-DIDS** for Subjects offered by IDS Department
 - **IT-DO** for NT subjects
3. If the timeline is within the Repeat Exam Registration period, the student can register only for the Written Exam (WE) of an ongoing semester.

Add repeat student's Enrollments

BSc (IT&M) Hons | IT-DIT | 2017 / 2018 | Level 2 | B.Sc. IT&M Semester - 1 |

You can register only for the written exam (WE)

View Offerings

Module Code	Module Name	Status
CM2120	Calculus	<input type="button" value="Enroll"/>
IN2100	Object Oriented Programming	<input type="button" value="Enroll"/>
IN2210	Object Oriented Analysis and Design	<input type="button" value="Enroll"/>
IN2400	Database Management Systems	<input type="button" value="Enroll"/>
IN2310	Operating Systems	<input type="button" value="Enroll"/>
IN2200	Software Engineering Methods	<input type="button" value="Enroll"/>
IS2210	Management Accounting	<input type="button" value="Enroll"/>
IS2300	Principles of Marketing	<input type="button" value="Enroll"/>
IS2000	Industry Visits	<input type="button" value="Enroll"/>

Figure 2: Offered Modules for repeat enrollment

4. Identify a specific module and Click 'Enroll' button related to a module (See Figure 2) and you will get the relevant subject details as shown in Figure 3.

Add repeat student's Enrollments

BSc (IT&M) Hons | IT-DIT | 2017 / 2018 | Level 2 | B.Sc. IT&M Semester - 1 |

Module - CM2120 (Calculus)

Previous Grade : 1
Registering for * : WE
Attempt considered as : 3
Academic Status * : Repeat
Level ¹ : Level 2

* - Mandatory Information
WE - Written Exam
¹ Enrolled Level in the Previous attempt of the Module.

Figure 3: Module details

5. Select the relevant 'Academic Status' as shown in Figure 4. If the student got an Academic Concession for the module, the Academic Status should be 'First Attempt - With Concession'

Add repeat student's Enrollments

BSc (IT&M) Hons | IT-DIT | 2017 / 2018 | Level 2 | B.Sc. IT&M Semester - 1 |

Module - IN2210 (Object Oriented Analysis and Design)

Previous Grade : N
Registering for * : WE
Attempt considered as : 1
Academic Status * : First Attempt - With Concession
Level ¹ : Level 2

* - Mandatory Information
WE - Written Exam

Figure 4: Academic Status Selection

6. A student who has a grade C or above for a specific module will not be allowed to upgrade the results of that module. That is, they would not be allowed to be enrolled for a module and message will be shown as in Figure 5.

The screenshot shows a web form titled "Add repeat student's Enrollments". It contains several dropdown menus: "BSc (IT&M) Hons", "IT-DIT", "2017 / 2018", "Level 2", and "B.Sc. IT&M Semester - 1". A "Go" button is to the right. Below the form, the subject is listed as "Subject - IS2300 (Principles of Marketing)". A red error message states: "You can't enroll to the Written Exam / Full Module because you already got C+".

Figure 5: Message shown to students who do not require to upgrade the results

7. After filling all the mandatory information click on 'Add Enrollment' button. If successfully enrolled for a module (for WE), The student would be able to see a message as shown in Figure 6.

The screenshot shows the same "Add repeat student's Enrollments" form. The dropdown menus are filled with "BSc (IT&M) Hons", "IT-DIT", "2017 / 2018", "Level 2", and "B.Sc. IT&M Semester - 1". A "Go" button is present. Below the form, the subject is listed as "Successfully enrolled to the - Calculus (CM2120)". A red message states: "To complete the Repeat Registration, Please Print the PDF file using the main menu."

Figure 6: Successfully enrolled message

8. After completing the enrollments, the student must download the Repeat Registration PDF Form by clicking Download Button as in Figure 7 (click menu item in the left panel as shown in Figure 1). Download the relevant form for your current registration.

The screenshot shows a page titled "Download Repeat Registered Form". It contains two red bullet points: "* Please make the payments to the Shroff Counter." and "* Completed form, payment slip and relevant documents must be submitted to the UGS Division." Below this is a table for the "2017 / 2018 - Level 2 Semester 1".

2017 / 2018 - Level 2 Semester 1			
Module Code	Module Name	Registered for	Previous result
IN2210	Object Oriented Analysis and Design	WE	N
IN2310	Operating Systems	WE	D
IN2400	Database Management Systems	WE	I

Figure 7: Download repeat registration from

9. Download the generated pdf file and submit it to the UGS division with the payment slips (blue copy) and other relevant documents.
10. Furthermore, follow the instructions given in the in the generated pdf file (Repeat Examination Registration Form).

