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 (<u>https://lms.mrt.ac.lk/</u>).
- Click Student Repeat Registration (In left panel, as shown in Figure 1)
 → Repeat Registration

Velcome to LearnOrg	Add seven as a	udent's Enrollme			
→ UoM	Add repeat st	udent's enrollme	ents		
My LearnOrg	BSc (IT&M) Hons	s 🗸 🔍 🗸	~	×	Go
➔ Edit Account information	C	Demotore	A conditional control	D (Demant
 Change Password 	Course	Department	Academic Year	Repeat Level	Repeat Semester
Student Area					
→ Register New Course					
 Enrolments History 					
→ View My Results					
➔ Field Selection					
➔ Supplication Form					
Complaining & Reporting					
→ Complaining on Administration & Welfare					
➔ Incidents Reporting					
Hostel Management					
Defects Reporting					
 Hostel Application 					
Personal Device Info					
Room Reservation					
Student Repeat Registration					
Repeat Registration					
→ Repeat Registration PDF Form					
Students Details					
Student Details Collection Form					
Upload Photo & Download PDF					

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.

	ons 🗸 IT-DIT 🗸 2017 / 2018 🗸 I	
'ou can reg	ister only for the written exam	(WE)
/iew Offe	erings	
Module Code	Module Name	Status
CM2120	Calculus	Enroll
IN2100	Object Oriented Programming	Enroll
IN2210	Object Oriented Analysis and Design	Enroll
IN2400	Database Management Systems	Enroll
IN2310	Operating Systems	Enroll
IN2200	Software Engineering Methods	Enroll
IS2210	Management Accounting	Enroll
IS2300	Principles of Marketing	Enroll

Figure 2: Offered Modules for repeat enrollment

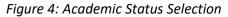
4. Identify a specific module and Click 'Enroll' button related to a module (See Figure 2) and you will get the relevant subject details as shown in Figure 3.

BSc (IT&M) Hons ↓	F-DIT v 2017 / 2018 v Level 2 v B.Sc. IT&M Semester - 1 v Go
Module - CM2120 (Ca	(culus)
Previous Grade	:1
Registering for *	: WE V
Attempt considered a	s:3 v
Academic Status *	: Repeat 🗸
Level ¹	: Level 2 🗸
* - Mandatory Informati	20
WE - Written Exam	
	revious 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'

BSc (IT&M) Hons V		c. IT&M Semester - 1	Go
Module - IN2210 (Obj	ject Oriented Analysis and Design)		
Previous Grade	: N		
Registering for *	: WE 🗸		
Attempt considered a	is : 1 🗸		
Academic Status *	: First Attempt - With Concession 🧹		
Level ¹	: Level 2 🗸		
* - Mandatory Informati	ion		
WE - Written Exam			



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.

Add repeat student's Enrollments		
BSc (IT&M) Hons v [IT-DIT v 2017 / 2018 v Level 2	V B.Sc. IT&M Semester - 1	Go
Subject - IS2300 (Principles of Marketing)		
You can't enroll to the Written Exam / Full Module becaus	se 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.

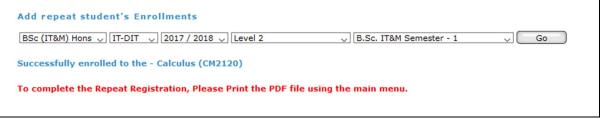


Figure 6: Successfully enrolled message

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.

	make the payments to the Shroff Counter. ted form, payment slip and relavent documents must be sumb	oited to the U	GS Divisio
	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
	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).