Guidelines for Online PGC-IA Examination

Exam Duration: 2 hours.

Scanning and Uploading Duration: 15 minutes

Instruction to the Candidates:

1. The exam schedule and the specific allocated group with the Zoom session link will be uploaded to Moodle before the date of the exam.

2. You are requested to join the allocated Zoom session at least 15 minutes before the scheduled exam time and rename the participant's name with your name and the last 2 digits of your index number along with the PGC batch number (PGC21-01C-Anuradha).

3. You are requested to turn on your Zoom camera and unmute your microphones on/before 5 minutes of the scheduled exam time and keep them active throughout the exam duration. The Zoom camera should be placed in a view where the supervisor can monitor your activity.

4. The exam paper will be available at the Access platform (https://access.uom.lk/login/index.php) under the particular module on/before 3 minutes of the scheduled exam time. Once the question paper is downloaded, you are requested not to use the keyboard. You are only allowed to use the mouse to scroll through the questions.

5. You are requested not to keep any unauthorized materials around you. You are allowed to keep only blank paper, a calculator, pens, pencils, and erasers/correction pens. If it is an open book exam, you are requested to use only the lecture notes.

6. The exam will be conducted as per the University Exam Regulations. Any exam offense will be treated severely. Any suspicious behaviors of a student will disqualify the student from the exam. He/she will have to redo the exam at a later sitting.

7. You are requested to write your index number on all the answer script pages at the top right-hand side corner and indicate the page numbers in the following (1,2,3…) format under the index number.

8. After the exam duration, a maximum of 15 minutes will be provided to scan and upload the answer scripts to the created submission link at the Access Platform under the specific subject.

9. If there is an issue in uploading the answer scripts to the Access Platform, you must inform the supervisor/invigilator immediately.

10. All photos of the answer scripts should be taken using ***Timestamp Camera Enterprise Free***(https://play.google.com/store/apps/details?id=com.jeyluta.timestampcamerafreeent&hl=en) Android app with resolution set to 1280 × 720 or an above value. Network time and the location should be seen in the photos taken. This app is available for iPhones too. (*Setup guide for the camera is attached at the bottom of this document*).

11. Photos should be clear enough for grading. The responsibility of taking a clear photo completely lies with the student.

12. Combine the photos taken with ***Timestamp Camera Enterprise Free*** into a pdf, using ***Image to PDF Converter | Free | Offline. Do not compress the pdf file during conversion.***(https://play.google.com/store/apps/details?id=com.innover.imagetopdf&hl=en&gl=US).

13. If there are any technical issues during the exam, you will be allowed to reconnect within a minute. Otherwise, you will be considered ineligible for sitting the exam. In such a case, immediately contact the corresponding Lecturer In-Charge/assigned supervisor for advice. Frequent complaints on connectivity issues will not be entertained. Mobile phones can only be used to contact the Lecturer In-Charge/assigned supervisor for an urgent matter. Otherwise, it should be kept away.

14. If you finish the exam earlier than the allocated time, you can scan and upload the answer scripts to Moodle with the ***supervisor's consent***. Once you uploaded the answer scripts to Moodle, you cannot withdraw or resubmit again.

15. You are requested to upload the scanned copy of the national ID card. There will be a separate submission link created for this purpose. (*extra time will be given for this process*)

Setup guide for *Timestamp Camera Enterprise Free*

1. Align the timestamp details on the top-right corner.
   o Allow space in your answer sheet for the timestamp details.
2. Make sure that you have enabled the location data.
3. It is recommended to adjust the resolution to 1280 × 720 or the above value so that sufficient clarity will be there.

4. Ensure you have selected the time in the above option so that the early lines are longer in the timestamp.

5. **DO NOT** change the default font and format of the timestamp. Changing this setting will be considered as producing forged documents and will be considered as an exam offense.
6. The timestamp must include the following fields, as shown in Figure 1. Not having sufficient details will also be considered as attempting to produce false information.
    o Network time
    o Local time
    o G.P.S. coordinates
    o Location details
7. **DO NOT** add additional watermarks, etc., to the photo. This will distract your answer, and the examiner will not take extra effort to find your work under those.
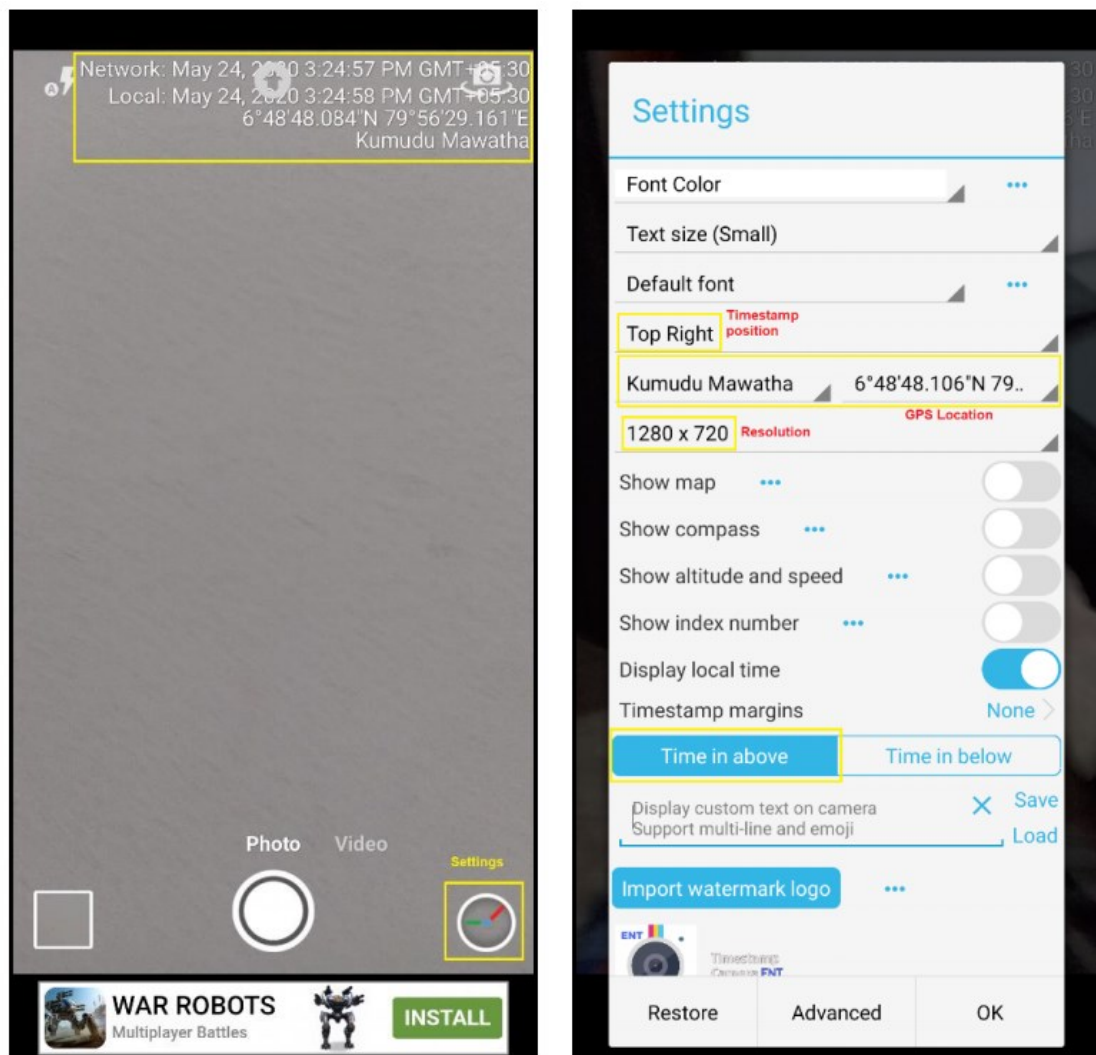

Figure 1