

## University of Moratuwa

### Faculty of Information Technology

## Conducting Alternative Assessments as a Requirement of Final Examination Component

### Guidelines for Students

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#### General Guidelines

Please read the following instructions carefully.

1. Please read all the instructions given in the Moodle by the examiner before attempting the assessment.
2. Please refer the Moodle course page in the respective module assessment (*E.g., IS 2220 Essentials of Law – Batch 18 Level 2 Semester 2 Moodle course page to obtain IS 2220 assessment instructions*)
3. Use the given Zoom link in the course page to log in to the session.
4. Please join the meeting using the Zoom link **30 minutes prior to each assessment** (E.g., Join at 8.30am when the assessment commences at 09.00am).
5. The assessment will be commenced according to the given time schedule by each examiner.
6. You should have all your devices (specially the mobile phones, laptops, etc) **charged, tested, and prepared** before commencement of the assessment.
7. It is advised to use a mobile scanning application (E.g., CamScanner app) to provide clear pictures and scanned answer scripts when necessary.
8. You are advised to keep the Zoom video and microphone **switched on throughout the assessment period.**
9. You may be asked to show your UoM student identity card/ UoM student record book to the assigned supervisor/invigilator.
10. Declaration statement should be **agreed** and submitted, **FIVE (05) minutes** before the commencement of the assessment. This statement is available in the respective Moodle course pages prior to the assessment.
11. If the answers are to be uploaded, additional time will be given to upload relevant documents.

## Issues during the Online Assessment

There are always situations where you can run into technical issues which are beyond your control. However, do not panic. You will still be able to continue with the assessment by following some simple instructions given below.

	<b>Issue</b>	<b>Action</b>
1	If you are absent for any part of the assessment due to medical or any other reasons.	Kindly inform the AR-FIT (via email, telephone call or any other communication media) before the commencement of the assessment. A copy of an email should be sent to the respective academic advisor and the module examiner.
2	Any delay in accessing the Moodle	Contact the assigned Supervisor/invigilator immediately and inform the delay.
3	Any delay in uploading/posting your answers to the Moodle	If there is a delay in uploading/posting answers to the Moodle, contact the invigilator immediately and follow the instructions given by the invigilator accordingly. Any deviations will not be entertained.  Further, the document sent will only be accepted if the system showed that you have made an attempt to upload it within the assessment duration.
4	Short-term power failures	Contact the supervisor/invigilator immediately.  Supervisor of the session has the authority to handle the situation based on cases.
5	If you are unable to carry out the assessment until the end due to a long-term power cut or other unavoidable circumstances	Any power failure irrespective of short-term or long-term should be reported to the assigned supervisor/ invigilator. Accordingly, you will be advised by the supervisor/ invigilator.  Sufficient evidence (e.g., Grama Niladhari letter) should be submitted for long-term power failures after the assessment. Please submit the evidence to the AR-FIT ( <a href="mailto:ar-fit@uom.lk">ar-fit@uom.lk</a> ) and the respective examiner and academic adviser of the student via email within 7 days. Failure to submit proper evidence will be considered as a repeat candidate with the next available batch.
6	If the question is not clear or you have a query regarding a question/s	Clearly state your assumption on the answer script. For any major concern/s, contact the supervisor/ invigilator immediately.
7	MCQ & Short Answers quizzes (when applicable) – If accidentally pressing the next button without completing and uploading the answers: (When there is no way that the students can go back to the previous question.)	You are strongly advised not to click 'next' button without answering. If you have not uploaded the answer, it will not be accepted via any other means.
8	What should I do if I have a hardware failure?	You are expected to be ready for such situations. Please keep the mobile devices fully charged and have enough data in the connections to attempt the assessment completely.  Immediately inform such incidents to the AR-FIT via email with a copy to the supervisor of assessment, academic advisor and the examiner.