



Faculty of Business Studies – University of Vavuniya

Students' Guide for Online Mode of Summative Assessment under the Extraordinary Situation (2021) (Version 1)

1. Introduction to the online mode of summative assessment

The Faculty of Business Studies (FBS) usually conducts its end-semester examinations within the university premises as handwritten exams in an invigilated-environment. However, due to the prevailing Covid-19 situation, the FBS has decided to change its method of assessment to an online mode of summative assessment (semester-end examination) while preserving the quality and the examination procedures of the University of Vavuniya, Sri Lanka.

1.1 Weightage of the summative assessment

The weightage of both formative (assessing during the learning process) and summative (semester-end examination) assessments will be changed for the suggested online mode of semester-end examination. The suggested weightage of the formative assessment for theoretical course units and practical course units may increase from 30 percent to 40 percent and 40 percent to 50 percent respectively. The weightage of the summative assessment may be reduced from 70 percent to 60 percent and 60 percent to 50 percent respectively.

1.2 Duration of the summative assessment

The duration of the semester-end examination will be changed. A 3-credit theory module exam will be one and a half an hour instead of three hours, and a 2-credit theory module exam will be one hour instead of two hours. Similarly, a 3-credit practical module exam will be one and a half hours and a 2-credit practical module/unit exam will be one hour instead of two hours.

1.3 Structure of the online mode of summative assessment methods

Faculty prepared a questionnaire to collect data about the availability of the necessary infrastructure environment for students to conduct the online mode of summative examination. Several options has been proposed as a solution to conduct the online exam for a module for providing the equal accessibility to students. The module offering department will make decisions on whether examinations should be conducted either supervised, unsupervised, or a combination of both settings. There are six options:

- Option 1: Unsupervised, computer-based examination
- Option 2: Unsupervised, computer-based, and paper-based handwritten examination
- Option 3: Supervised, computer-based, and paper-based handwritten examination
- Option 4: Unsupervised, paper-based hand-written, and supervised, comprehensive oral examination
- Option 5: Unsupervised, paper-based hand-written examination

- Option 6: Supervised, paper-based hand-written examination

The detail of these options will be described in the “Guidelines to Online Mode of Summative Assessment under the Extraordinary Situation”, displayed in the faculty website.

2. Preparation for the summative assessment

You are strongly advised to study and revise your work adequately in advance to face the upcoming online mode of summative assessment successfully. Also, you may want to arrange your lecture notes and other materials in a proper order so that you can find them easily during the examinations.

3. Updated your contact list

You need to update your contact details including mobile number and email address in the “FBS Exams” web page before attempting the online mode of semester-end examination. Your mobile number and email address will be used to communicate the password of question papers.

4. Getting help from the IT Help Desk

An IT Help Desk will be arranged for each module for which an online mode of summative assessment is held. The IT Help Desk will be operating during the periods in which the Mock Exam is held. IT Help Desk can be contacted through telephone, email, and a Zoom link. Contact details of the IT Help Desk are displayed on the “FBS Exams” web page.

Due to high demand from the students, the IT Help Desk may become too busy just before, during, and just after those assessments. Therefore, you are strongly advised to go through this guide carefully and several times before as it may resolve all your problems. If you still have an issue, you are advised to contact the IT Help Desk well before the exam starts.

Apart from the IT Help Desk, you may contact the Head of the Departments either through email or telephone to clarify any issue you have before and after the relevant assessments.

5. Practice taking a summative assessment

To ensure that you are ready for semester-end examination, it is vital that you become familiar with the technology and process involved. To facilitate this, faculty has arranged two Mock Exams:

- 1) On 12th October 2021 at 9am for the present Second years and repeat students
- 2) On 13th October 2021 at 9am for the present Third years.

This Mock Exams follows the Option 2 specification. That is to conduct the “Unsupervised, computer-based, and paper-based handwritten examination”. So, you must do the computer-based examination in LMS, followed by the paper-based handwritten examination. To attempt the Mock Exams, please follow the steps given below.

- 5.1 Go to the “Mock Exam” placed under the “FBS - Online Semester-End Examination (To be held on October)” in the LMS. You can also reach the Mock Exam using this link:

<https://vle.vau.ac.lk/course/view?id=791>.

(Note: Only one Mock Exam will be held for second and third year of students)

- 5.2 You must first do the “Part I - Unsupervised computer-based examination in LMS Quiz”, on time. The password to open this LMS based examination will be sent via email, and/ or given

in the ZOOM chat.

5.3 Choose the correct answer of the MCQ type question and submit the exam.

- You do not need to choose the correct here since this exam should be used by yourself to get familiar with the technology and the process in the computer-based examination.

5.4 For the “Part II - Unsupervised paper-based handwritten examination”, you can download the password protected question paper one hour before the exam starts time. So, download and keep the exam paper in your phone or the computer.

5.5 You can open the question paper using the password displayed on ZOOM or received through email.

5.6 Write answers in white A4 sheets or A4-sized Foolscap sheets as you would do in the alternative assessment.

- You do not have to write correct answers here since this should be used by yourself to get familiar with the technology and the process. However, you need to make sure that you have answers in more than one page to test the usage of “Timestamp Camera” to enter date, Location ID, and time to your answer script and, scanning answer script and creating a single PDF document to be uploaded to the LMS.

Note: Location ID is the GPS location with two numbers that show the Latitude and Longitude of your location with “N” and “E” letters at the end of two numbers

5.7 Once finished:

5.7.1 Take photos of each page of the answer script using the “Timestamp Camera” app

5.7.2 Scan the photos taken using a scanner (We recommend using Adobe Scan or Microsoft Office Lens) and create a single PDF document.

5.7.3 Upload the answers to the ‘Assignment’ section in the LMS page.

If you need any help whilst doing the Mock Exam, please contact the IT Help Desk via email or through telephone (the IT Help Desk email address and the telephone numbers will be displayed on the FBS Exams web page).

6. Getting a confirmation on the eligibility for the assessment

If you are eligible for an alternative assessment, you should be able to access the module exam page listed under the “FBS - Online Semester-End Examination (To be held on October)” page in LMS. We strongly advise you to first login and check the accessibility to the examination that you are going to sit, three days before the examination for each module in LMS. Each student will be able to view their eligible examination module via the FBS Exams web page. However, if a student needs any clarification regarding eligibility, the student will be given two days from the date of publishing of eligible modules to make queries. Such queries can be made:

- by sending an email message to the Assistant Registrar attached to Faculty of Business Studies of the email address: danoshana.s@gmail.com or
- by calling the Assistant Registrar attached to Faculty of Business Studies to the T.P No: 024 222 8232

7. Duration of alternative assessments and Examination timetable

Your exam timetable and duration of each question paper will be communicated to you through the FBS Exams web page about 10 days before starting of your semester-end examination.

8. Before the Examination

- You should log into LMS and wait in the waiting room of Zoom for at least 30 minutes before starting the examination. You should wait for the supervisor/invigilators to admit you in Zoom.
- Students' attendance shall be taken via ZOOM. You must show your university identity card to the camera and a screenshot will be taken as proof of your attendance.
- Examination Admission Card will be marked by the supervisors/ invigilators. Zoom meeting usage report will be used to consider students attendance for the examination admission verification process. So, you are requested to give your index number as your username when you connect ZOOM.
- The supervisors/ invigilators will instruct the exam start time and end time. The World Clock time, accessible via <https://www.timeanddate.com/worldclock/> will be used to synchronize the time on all devices that are used by you.
- The question paper will be available on LMS one hour before the examination. Students should download the question paper well in advance before commencing the examination and store it on a laptop, desktop, tab, or smartphone.

9. Downloading the password protected question paper

9.1 You can download question papers one hour before the exam start time by using the following steps. To download the question papers, you are required to do the following:

Step 1: Login to LMS.

Step 2: Go to the relevant examination listed in the "FBS - Online Semester-End Examination (To be held on October)" page in the LMS.

Step 3: Download the question paper related to the examination.

Step 4: Save a copy of the question paper in your mobile phone or computer.

Note:

- I) You need to personally login to the LMS and download the question paper assigned to you.
- II) If you sit for more than one subject, you will have to repeat Steps 2 to 4 to get them downloaded and saved.

9.2 If you use a PC or laptop: Move the cursor over the link of question paper and click the right button of the mouse. Then select "Save link as" and save as a PDF file.

9.3 If you use a Smart phone: Press and hold the link of question paper for a few seconds. Then a popup menu will display. Click on the "Download link" and save the file and remember the place. (The interface may slightly change according to your device and software settings.)

Note: If you click on the link, the browser may try to open the file and display a message "Password required".

10. Create conducive environment for your exam

You are going to attempt these semester-end examination most probably at home or another place convenient to you. Therefore, you will have to arrange a suitable setting with lack of disturbances. Please take the necessary practical steps to be ready for the exam beforehand. We recommend that you have:

- 10.1 a space which is quiet and free from interruptions, with:
 - 10.1.1 a desk
 - 10.1.2 a comfortable chair, and
 - 10.1.3 adequate lighting
- 10.2 a smartphone to take photos and scan the answer scripts
- 10.3 a laptop computer, desktop computer or a smartphone to open and read the question paper
- 10.4 a way to monitor your time, e.g., regular alarms to alert you
- 10.5 your books, notes, and other resources
- 10.6 stationery (White A4 sheets or A4-sized Foolscap sheets, blue ballpoint pens, Pencils, A ruler etc.)
- 10.7 drinking water and snacks, etc.

Also ensure that:

- 10.8 your phone is fully charged before the exam.
- 10.9 you have installed a PDF reader (Adobe Acrobat Reader is recommended) in the device for you to open and read the question paper.
- 10.10 you have installed Timestamp Camera app or Timestamp Camera Enterprise Free app to take photos of the answer scripts with date, time, and Location ID
- 10.11 you have installed Adobe Scan, Microsoft Office Lens or any other scanning app which you are familiar with for scanning the photos taken and creating a single PDF document.

11. Answering the question paper

On the examination day, 5 minutes before the examination begins, the password required to open the question paper will be displayed on the Zoom meeting. That will be communicated to all the students through email as well. Once you receive the password, you are required to do the following:

- 11.1 Open the question paper, which you have already downloaded, using the password.
- 11.2 Use white A4 sheets or A4-sized Foolscap sheets and a blue ballpoint pen to write the answers.
- 11.3 Keep 1.5 inches for top margin and one inch for Left and Bottom of each page.
- 11.4 On the middle of the first page, write the following information:
 - 11.4.1 Year and Semester of the Examination (e.g., Year 2 Semester II End-semester Examination, October 2021)
 - 11.4.2 Module Code and Module Title
 - 11.4.3 Index Number
 - 11.4.4 Total number of pages you have written
- 11.5 Start answering from the second sheet onwards in your A4 sheets or A4-sized Foolscap sheets

- 11.6 Write only on a single side.
- 11.7 Start answers to a new question always in a new page.
- 11.8 The maximum number of pages you can write is 7 (excluding the first page).

IMPORTANT: Instructions will be given on the first page of the question paper for you to enter the Signature and the Index Number in specified locations. Enter your Signature and Index number to the specified location in each page of the answer script. Please note that different question papers will ask you to enter the Signature and Index number in different locations. Therefore, please read the initial instructions given in each question paper carefully and follow them.

12. When to stop answering

- 12.1 You should use the appropriate time given in the exam paper to write the answers.
- 12.2 The additional 30 minutes must be reserved to work with the technological or other steps involved in submitting your answer script.
- 12.3 Please remember that, if you wait until the very end of your additional time to start submitting your answer script, you may go over your allocated time.
- 12.4 If you are late to submit, it may result in you being considered as “absent” for the examination (please refer the “What if” question 14.5 below for more information).

13. Preparation of the answer scripts for submission to the LMS

This step should be followed.

13.1 Ensuring that signature, index number, and page numbers are entered in all pages

- Signature and index number should be entered in the relevant places in all the pages, as instructed to you in the question paper.
- Page numbers should be entered at Bottom-Centre in all the pages in the following format. For example, if there are 7 pages altogether, first page should be entered as 1/7, second page as 2/7, and last page as 7/7.

13.2 Taking photos of the answer script

- At the end of the examination, you should take photos of each page of the answer script using “Timestamp Camera” app.
- When taking the photos, the following features should be kept turned on:
 - Date
 - Time
 - GPS (Location ID)
- You need to ensure that you finish taking photos of the answer script within the first 10 minutes from the end of the examination.
- Time and GPS (Location ID) should be clearly visible on “Top-Right” of all pages of the answer script, including the first page.

13.3 Scanning the answer sheets

- Now you need to scan all the photos of the answer script you took earlier (under Section 13.2 above) using the “Timestamp Camera” app to prepare a single PDF document, which you can submit to the LMS. Please remember to check that all pages are included in the correct order, as expected, in the PDF version of the document before submitting the document to the LMS.

IMPORTANT: The PDF document should be named as: <Index Number>-< Code>

- The recommended apps for scanning include Adobe Scan and Microsoft Office Lens. You need to install one of them in your smartphone and practice it well in advance of your assessments. If you are familiar with an alternative app or software for scanning and combining images into a PDF document, you can use it instead. Anyway, you need to make sure that you practice one of the apps in advance of your exam so that you become confident that it will work as planned.

SPECIAL NOTE:

- When answering for the question papers, students are required to answer individually and answer from independent locations.
- The supervisor, exam invigilators, and the examiners will examine the Location ID of each student to determine whether each student sat for the examinations from independent places.
- If two or more students are found to have the exact or very close Location Identities, it will be considered as a severe violation of examination by-laws and appropriate disciplinary actions will be taken by the university.
- Therefore, if several students stay at a single place, they should inform to Dean of the faculty 1 week before the examination starts. The Dean of the Faculty and the university administration will make the necessary arrangements to conduct the exams for them at an alternative place.

14. Submitting your answer script

You must submit the answer script online to the LMS, you need to follow the below steps.

- 14.1 Before submitting your PDF document containing the answers, re-check it to ensure that all pages are embedded into one document in the correct order.
- 14.2 Login to the LMS and submit your answer script to the relevant examination section.
- 14.3 After submitting, download and check the answer script again to verify that your document has been properly uploaded. If not, you need to upload it again.

15. What if questions

The sections given below are some of the common questions you may have:

15.1 What if I have technical problems on the middle of the exam and cannot submit the answer script online?

If you have a technical problem on the middle of the exam, you need to inform your issue to the IT Help Desk or the supervisor or invigilator. You may be informed the necessary actions to be taken to resolve the issue to finish the exam and submit the answer script online. However, if the issue is not solved with the help of IT Help Desk, the IT Help Desk technical person will provide a receipt of the issue by copying it to the supervisor, the invigilator, and the Dean of the faculty. You can use the receipt as evidence to write a formal request letter to Dean of the Faculty of Business Studies to have a special examination.

15.2 What if I do not have an Internet connection? OR

15.3 What if I miss my exam for a valid reason?

If you miss the exam for a valid reason, not has an Internet connection on the exam day, or having a technical issue that are not solved by the IT Help Desk, the student will be entitled to a special examination with in a one-month period. For that, the student needs to make a formal request with necessary evidence with justifications to the Dean of the Faculty of

Business Studies. After analyzing the formal request, the Dean may consider allowing for the special examination.

15.4 What if I miss my exam for invalid reason?

You will be entitled to re-take the onsite physical examination next time with privileges. For that, you need to make a formal request to the Dean of the Faculty of Business Studies.

15.5 What if I start the exam late?

Even if you start the exam late, you still need to submit your answer script within the stipulated time.

15.6 What if I submit my answer script after the end of the 30 minutes duration given?

If you submit your answer script after the end of the 30 minutes duration given, you will be considered as absent for the examination. However, if the student has a valid reason for submitting late, including technical reasons that is informed and not solved by the IT Help Desk, the student should inform it to the supervisor or the invigilator within one hour of the exam end time, and submit necessary evidence with justifications. After analyzing the reasons and evidence given, the supervisor may consider whether to accept the late submission.

15.7 What if I upload the wrong attachment?

If you upload the wrong attachment, you can inform it to the IT Help Desk, the supervisor, or the invigilators, and upload the correct document within the stipulated time.

15.8 What if I do not upload the answer script?

You will be considered as absent to the examination. You will have to re-sit the examination next time when it is held physically.

15.9 What if I upload the answer script without “Location Identity” and “Time” in each page of the answer script?

Your answer script will not be assessed.