

South Eastern University of Sri Lanka
Faculty of Management and Commerce
Postgraduate Unit
Master of Business Administration Programmes (MBA) and
Postgraduate Diploma in Management (PGDM)
Special Guideline for Online Examinations
(In addition to SEUSL examination rules and Procedures)

Students are requested to read the following information and instructions with regard to the conduct of Online Examination.

Prior to the Examination

The students are requested to ensure the followings before the examination.

1. Your relevant devices, connectivity and LMS access which are important for you to sit for examination online.
2. Students make their application for examination and registration using google form.
3. Admission Card for the examination issued by the Examination branch, South Eastern University of Sri Lanka.
4. It is a must to join the Zoom meeting with the identification of your INDEX NUMBER.

Online Examination

1. The examination will be conducted online for a limited period of time. Preferably, the examination will last for three hours. The question paper will be uploaded to the LMS 15 minutes prior to the start time of the examination by the examiners.
2. The examination starts at 9 am or ends at 12 pm (For example) and postgraduate students will be given a period of half an hour for downloading the question papers and for uploading the answer scripts. Hence, it is compulsory for the students to log in to the LMS before 15 minutes prior to the commencing time of the examination to download the QUESTION PAPER and save in a laptop or a desktop computer enabling them to upload the answer scripts within the stipulated time 15 minutes period in the given link in the LMS.

Process to be followed

1. Students are required to log into the LMS and click on the appropriate semester and course title in order to download the QUESTION PAPER.
2. Students are required to write the answer in A4 size paper. Therefore, students are requested to write their index numbers and page number in each paper of the answer scripts. Your first page should be numbered as 1.
3. Upon completion of the answer scripts, students must convert the answer scripts to PDF format as a single file. Hence, students can scan the answer scripts using CamScanner or any other scanning software or you may take photos of your answer scripts using your phone and make it as single PDF file. The size of the PDF file should be small.
4. Students are requested to ensure that the file created as PDF should be in the same order the students has written the answer in A4 paper.
5. Students can use “freepdfconvert.com” URL to convert JPG files as single PDF.
6. Finally, students can upload their answer scripts as stated to the LMS via given link.

Points to be Followed during the Examination

1. Students for their examination need to select a good environment for sitting the exam. The environment should not disturb the examination.
2. Students need to wear a formal dress during the examination time.
3. The camera in the Zoom should be switched on during the period of the examination.

Help Desk During the Examination

1. In order to get any clarification for any students, a Zoom link will be kept open during the time of examination.
2. The coordination / Supervisor / Examiner / Invigilator will actively be available during the period of examination online (through Zoom link)
3. A technical committee also will be available during the period of online examination (through Zoom link) for trouble shooting.
4. Students are requested to inform PGU Coordinator or Supervisor immediately when encountering any issues related to WhatsApp or Email or LMS prior to ending the examination time.

Issues Connected to Uploading Answer script to the LMS

1. If there are any issues in uploading the answer scripts to the LMS, students are informed to contact the supervisor and take immediate actions to take a photo of the answer scripts and submit via email to the PG Coordinator or Supervisor.
2. Students are required to submit the answer scripts via online within a stipulated time period. Answer scripts submitted beyond the stipulated time period will not be accepted and will not be evaluated unless the any technical issues encountered by the candidate are proven with evidences.
3. Students are required to send hard copy of the answer scripts by registered post within two days to the PGU office.

Misconduct in Examination

1. Students shall not get any assistance via improper means / sources. For instant, getting help from other candidates who are sitting for the exams or from any other persons outside the examination environment during the examination.

2. Students shall not take any screenshots of their answer scripts and exchange them to other persons or candidates or copy and paste of answer scripts for communicating to others via any other media.
3. Students shall not post any clarifications and requests with regard to examination contents.
4. Students shall answer the required number of questions in a question paper.
5. Actions shall be taken for the candidates who engage in examination misconducts during the examination. Students are hereby informed that the University's rules and regulation will be applicable for this online examination too.

Assessment of Answer Scripts

1. Supervisor and course in charge or Examiner ensure that all the candidates upload their answer scripts in the LMS within fifteen minutes of ending time of the exam.
2. Examiner will have access for uploaded answer scripts. Examiners will receive hardcopies of answer scripts from PGU for comparison and evaluation.
3. Examiner will report to the examination department if hard copies differ from soft copies of answer scripts.
4. Appointing the examiner or course in charge as the supervisor will ease handling issues instantly.
5. All other existing examination procedures will be applicable for the online examination as well.