

**GUIDELINES FOR ONLINE ASSESSMENT AND EXAMINATION FOR CONDUCTING
ALTERNATIVE ASSESSMENTS BASED ON THE COMMISSION CIRCULAR NO: 11/2020
AT THE FACULTY OF MANAGEMENT AND COMMERCE, SEUSL**

Pre-Examination

1. Students are requested to apply for the examination by Google form. And all the examination applications will be forwarded to the Examinations Branch by Assistant Registrar of the Faculty with the certification of the respective Head of the department.
2. Students shall make their payment for their repeat subjects at the time of collecting their examination results sheets.
3. Registered students will receive their admission cards from the Examination Branch through LMS. For any issues related to admission cards please contact Deputy Registrar/ Examinations Branch at dr@exam.seu.ac.lk or call at 0672255067.
4. The timetable of the examination will be notified to the students via learning management system uploaded by the Examination branch.
5. The question paper will be uploaded to the LMS 15 minutes prior to the commencement time of the examination by the subject in charge (examiner) as per the timetable. All the registered examinees for the course unit must download their registered exam papers on the scheduled date and time as per the timetable.
6. Three hours examination will be held for three credit subjects, two hours examination will be held for 2 credit subjects and one hour examination will be held for one credit subjects. Further, one hour will be given additionally for uploading the answer script.
7. 40% marks for the continuous assessments and 60% marks for the end semester written examination will be allocated for BBA and BCom degree programmes. The BSc in MIT degree programme will allocate 50% for their continuous assessments and 50% for their semester written examination.
8. If any student from previous batch sits the examination as a fresh candidate, marks allocation for the continuous assessment and end semester written examination will also be 40% and 80% respectively only for the online examination. (This criteria will be applicable only for the online examination)

9. If any examinees of this academic year sitting the examination as fresh candidate in the next academic year, continuous assessment marks 40% will be converted to 20% and the end semester written examination marks will be converted to 80% as a usual practice (This criterion will be applicable if conducting examination physically).
10. The list of supervisors and invigilators shall be prepared by the Examination Branch considering the allotment of one invigilator for 15 students.
11. The examiner can be appointed as a Supervisor or Invigilator for each subject and the Supervisor and all Invigilators will actively be available during the online examination (via Zoom).

During Examinations.

1. Examinees need to select a conducive environment to sit and write during the examination period in order to avoid disturbances and to maintain the discipline. Examinees should also wear an appropriate dress during the examination.
2. Examinees are responsible to log in to the LMS and download the question paper on their own at the given time.
3. The invigilator / subject in charge (Examiner) shall share their question paper if examinees are unable to download their question papers from the LMS due to any technical / network or practical issues. The time for the examination will be given right after the candidate receives the question paper.
4. If there are any clarifications with regard to the question paper, the students are advised to contact the respective invigilator through the feasible method.
5. Examinees shall switch on the camera in the Zoom for a minimum 5 minutes before the beginning time of the examination. Examinees shall also switch on their camera in the Zoom after the ending time of the examination. Examinees will be monitored by the invigilators during the examination until the examinees upload the answer script.
6. Examinees shall fill the front page of the answer scripts which will be available in the Faculty VLE and write their Index number and subject code in the top – left corner of each additional page of their answer scripts.

7. The exam must be taken completely alone. Showing it or discussing it with anybody is forbidden. This exam is “open book,” which means examinees are permitted to use any materials provided in the class, their own notes, relevant textbooks, and any relevant materials to the subject. However, examinees are hereby informed that **PLAGIARISM IS STRICTLY PROHIBITED**.
8. The examinees must submit the double sided and handwritten answers in 8.5" x 11" paper (A4 Size paper). Examinees shall upload their scanned answer sheets via VLE. Examinees ensure that the handwriting is legible and visible.
9. It is the responsibility of the examinees to upload the answers script to VLE/ those who failed to upload the answer script shall inform to the invigilator and subject in charge (examiner) immediately and examinees should ensure whether the submitted answer scripts are received by the invigilator.
10. Any inquiries pertaining to the structure of the examinations should be directed to the supervisors/ invigilators and should be forwarded to the examination units in writing and copied to the respective Head of the Department.
11. If any examinee is unable to sit for the exam for a valid reason acceptable by the authoritative bodies, he/she can sit the subject as a fresh candidate without any academic penalties in the next attempt. (Valid evidences must be submitted to the respective Head of the Department) within two weeks.
12. Please number the pages of the answer script using the following format at the bottom of the page: Eg. If it consists of 10 pages 1/10, 2/10...etc. The total number of pages should be indicated on the front page of the answer script.
13. Please scan/ take photos of the answer script and convert it to **a single PDF file in order of the page numbers**. Please ensure that the full page is properly covered in the scanned image. Please make sure that the scanned image of the answer sheet is clear/readable.
14. Please note that the only **acceptable file format is PDF**. **The PDF file should be named with the candidate’s index number, eg. MG 0145**.
15. **The hard copy of all the completed answer scripts should be bound by examinees (Students) and kept separately. The duly signed admission card must be SENT BY**

REGISTERED POST to the respective Head of the Department within a day from the date of the final subject of the examination. Students must bind answer scripts separately for each subject and put all scripts into a single envelop mentioning their Subject code and title of the subject, Registration Number & Index Number on the top left corner. Late submission will NOT STRICTLY be accepted. Further, ANY CHANGES/ALTERATIONS TO THE ANSWER SCRIPTS (hardcopy) is STRICTLY PROHIBITED. IF ANY CHANGES/ALTERATIONS FOUND IN THE ANSWER SCRIPTS, then the particular subject will be CANCELLED.

16. The uploaded answer script (soft copy) shall be considered as the primary option for submission. However, the hard copy of the answer script will ONLY be used for comparison, authentication and paper marking purposes.
17. Email problems / net problem will not be accepted as an excuse for late submissions in this regard. It is the responsibility of the examinees to ensure their net connection work properly / email works properly and the submitted answer scripts are received on time.
18. Please note that any written answer scripts submitted after the stipulated time-period **will not be accepted for evaluation.**

Troubleshooting

1. Examinees are advised to manage their time reasonably so that any unforeseen technological or internet connectivity issues that may arise can be resolved within the time allocated.
2. In case of any emergencies or issues the student must inform to the respective **supervisor through the invigilator during the particular examination time and the supervisor** will take decisions based on the gravity of the case.
3. If there is an unexpected technical issue with the uploading of an answer script to the LMS, an examinees may send their answer script via email to the respective Head of the department email address as given below within the scheduled time period.

HOD/ Dept. Of Management: Prof. AMM. Mustafa-----headmgtxam@seu.ac.lk

HOD/ Dept. Of Marketing: Prof. MIM Hilal -----headdmmexam@seu.ac.lk

HOD/ Dept. Of ACC & Fin: Dr. A. Haleem----- headdafexam@seu.ac.lk

HOD/ Dept. Of MIT: Prof. S. Sabraz Nawas-----headmitexam@seu.ac.lk

Examinations Misconduct

1. All rules relating to examination misconduct apply during online examinations also. Candidates are hereby reminded in particular of the following rules,
2. Please refrain from obtaining any form of assistance in writing your answer or in providing assistance to another candidate.
3. Please refrain from taking screenshots of answers, exchanging them with any other person, or copying and pasting questions and/ or answers through any other media.
4. Please refrain from posting any requests for clarification of subject matter related to the examination during the stipulated examination period.
5. Please note that action will be taken against any candidate if found guilty of any examination misconduct.

Dealing with Differently abled Students

Differently abled examinees should inform any special requirements they may have during the examination to the examination branch and the respective head of the department a week before the start of the respective examination period.