Faculty of Engineering, University of Peradeniya

Online Examinations - Guideline for the Assistant Registrar

T_i: The exam start time for the ith course
T_0: $min(\{T_i\})$
$[T_i-7d]$: 7 days before the exam start time
$[T_i+2h]$: 2 hours after the exam start time

Before the exam

1. [T_0 - 10 days] Prepare and share the exam schedule and the subjects:
   a. With staff members.
   b. With FoEOAS administrator using the template provided
   c. With the FoEOAS managers (department representatives)
   d. With candidates via FoEOAS.

2. [T_0 - 10 days] Preparing the declaration and uploading it to FoEOAS.

3. [T_0 - 7 days] Finish collecting the signed declarations from candidates.

4. [T_0 - 7 days] Request coordinators to prepare the exam quizzes in FoEOAS.

5. [T_0 - 7 days] **Prepare the Examination Master Sheet:**

   a. This can be created using the template given by FoEOAS Administrator.

   b. The Master Sheet should contain a list of eligible candidates.

   c. It should contain pages for each of the individual courses, with lists of registered candidates, exam dates, times and hall numbers.

   d. Provide the course coordinators editing access to this sheet, and request them to update information regarding their courses.

   e. Make the schedule and assign invigilators, chief invigilators and a hall attendant.
      a. Each exam room must have one chief invigilator and one invigilator.
      b. A maximum of 12 candidates is recommended to be assigned to each room.
      c. Add the information to the Examination Master Sheet and provide editing access to chief invigilators and invigilators.
      d. Request chief invigilators to to the Examination Master Sheet.create and add Zoom meeting links

6. [T_0 - 7 days] **Prepare admission cards**:

   a. Prepare the admission cards and share with candidates via FoEOAS.

7. [T_0 - 7 days] **Set up folders for uploading recorded videos:**

   a. All video recordings must be kept inside the current examinations folder created in the shared drive: Faculty of Engineering Online Exams.

   b. Create separate folders for chief invigilators, invigilators and technical support for each exam.

   c. Make sure all invigilators and chief invigilators have GSuite accounts. [This will allow them to upload large files without a limit. Also, note that at the time this guideline was prepared SLT internet connections count all uploads from night-time data].

   d. Give contributor permission to invigilators and chief invigilators to relevant folders.
      a. **Contributor** (add or edit files only)

   e. Copy all these folder links to the Examination Master Sheet.

8. [T_i - 3 days] Verify (by contacting course coordinators) the readiness of exam quiz (exam paper, SEB file configuration,) on the FoEOAS LMS.

9. [T_i - 3 days] Verify (by contacting course coordinators) the availability of exam instructions in the Examination Master Sheet.

10. [T_i - 3 days] Verify (by contacting chief invigilators) the readiness of Zoom exam room links in the Examination Master Sheet.

11. [T_i - 1 day] Remind the chief invigilators and invigilators about the exam, along with a link to the Examination Master Sheet.

12. [T_i - 1 day] At the end of the day, please make sure that all the zoom links are updated in the exam master sheet.

On the day of the exam

1. [T_i] Make sure that the hall attendant and all necessary documents/equipment are available at the exam hall.

2. [T_i] Make sure all the Chief Invigilators report to you regarding the completion of the examination.

3. [T$_i$] Once everybody finishes and reports with the examination Inform the tech support to close.

After the exam

1. [T$_i$ + 1 day] Verify if all the recorded videos are uploaded to the proper GSuite folders.

2. [T$_i$ + 1 day] Check the candidates' attendance and do the necessary record keeping

3. [T$_i$ + 7 days] Receive the data analysis report from FoEOAS Administrator, contact relevant chief invigilators if necessary, and make decisions on candidates' attempt validity. If required, follow up with the candidates for arranging alternative examinations.