

**Online Examinations - Guideline for Course Coordinators**

$T_i$ : The exam start time for the  $i^{\text{th}}$  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.  **$[T_0 - 7 \text{ days}]$**  Receive the **Exam Schedule** and access to the **Examination Master Sheet** from the AR.
2.  **$[T_i - 3 \text{ days}]$**  The exam papers should be set up in the FoEOAS LMS 3 days in advance:
  - a. Follow proper quiz settings with the help from Department Representatives for FoEOAS.

Timing:

- Quiz open time: 3 minutes before the scheduled exam start time
- Quiz close time: 30 minutes after the scheduled exam end time
- Time limit: exam duration
- When time expires: open attempts are submitted automatically

Number of attempts:

- Attempts allowed: 1

Review Options:

- Uncheck all options

Safe Exam Browser:

- Obtain assistance from Department Representatives for FoEOAS

- b. Add exam instructions to the course page in FoEOAS as well as inside the exam quiz.
- c. Get Zoom exam room links from the Examination Master Sheet and add them to the course page in FoEOAS.
- d. In case you expect students to write answers on paper and upload, create submission links. To avoid delays, you can create "assignment" submission links for each exam room. Set the portal to be open for submission at the end of the "quiz close time" which will now be "30 minutes + exam close time".

## Faculty of Engineering, University of Peradeniya

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This will make it easier for invigilators to track submissions all candidates would have finished the quiz attempts by then.

- e. Add exam instructions and other related information to the Examination Master Sheet.

### **On the exam day**

1. [T, - 1h] Make the course page visible to candidates.
2. Add the invigilators (details will be available in the Examination Master Sheet) as lecturers if you want their help during submissions. **Please note that the invigilators will have access to the exam papers from the time you add them to the course as lecturers.**
3. Once the exam concludes, make sure that you have received all the answer scripts from the students.
4. Once the exam concludes, make the page hidden again.

### **After the Exam**

1. Answer scripts will be available in the FoEOAS course page for marking.