

Faculty of Engineering, University of Peradeniya

Online Examinations - Guideline for Exam Invigilators and Chief Invigilators

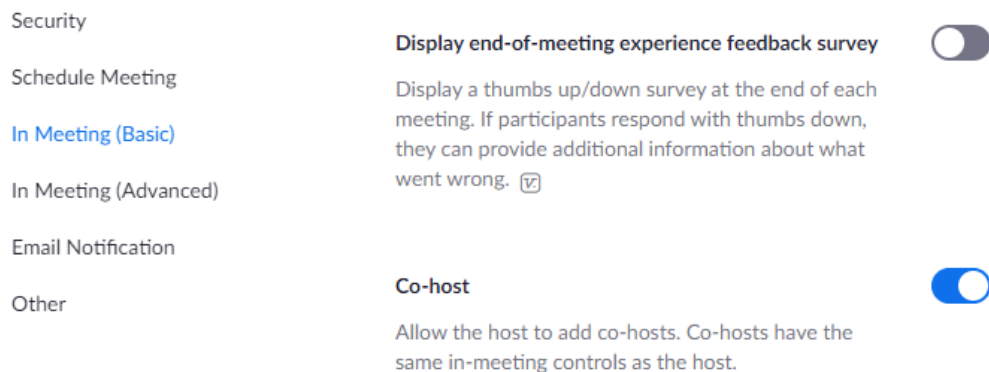
T_i: The scheduled exam start time for the ith course
T_i: The actual exam start time for the ith course

e.g.: **T_i-7d**: 7 days before the scheduled exam start time
T_i+2h: 2 hours after the actual exam start time

Before the exam day

Chief Invigilator:

1. **T_i - 7 days** Receive the exam schedule from the AR.
2. **T_i - 7 days** Receive access to the Examination Master Sheet from the AR ("Eligible" column shows the list of candidates who has to attend your exam room)
3. **T_i - 3 days** Make sure you have an updated Zoom client installed (at least version 5.4)
4. **T_i - 3 days** Create a LEARN Zoom link for your exam room and assign your invigilator as the alternative host.
 - a. **Turn off** the waiting room
 - b. **Turn on** auto recording
 - c. **Turn on** the option to allow "only the authenticated users to join" the meeting
5. **T_i - 3 days** Add the Zoom link to the Examination Master Sheet.
6. If you do not have a premium account and are serving as an invigilator, you will be given co-host privileges by the chief invigilator after starting the zoom session. This privilege can only be activated if you have allowed the "co-host" option in your zoom account. Please make sure to enable that option in the "In meeting" settings as shown in the figure below.



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Information about the exam

1. Exam duration and specific instructions about the exam are available in the Examination Master Sheet (some exams may ask candidates to write answers on paper).
2. If the start of the exam is **delayed more than 15 minutes** for any reason, immediately inform the FoEOAS administrator.
3. If candidates encounter interruptions during the exam attempt due to **technical issues**, they are allowed to resume the exam while the exam is in progress. If an issue cannot be resolved quickly by the candidate, you may request them to leave your Zoom room and immediately join the Technical Support Zoom. In such cases, inform a Technical Support staff member to handle it.
4. If the chief invigilator deems that a particular candidate is entitled for extra time, inform the FoEOAS administrator/Managers to do the needful.
5. Carefully monitor the candidates during the exam for any unauthorized activity and **make notes** of such observations in the Examination Master Sheet.
6. Candidates are allowed to keep refreshments in the workspace during the exam.

On the exam day

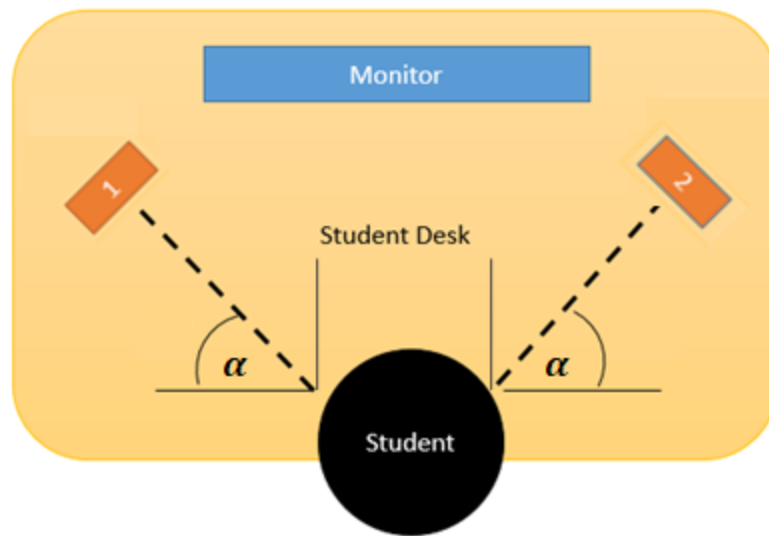
- **[T₁ - 30 min]** Chief invigilator: starts the Zoom meeting (at least 30 minutes before the exam start time) and set the view to “Gallery-View¹” (showing videos of all participants on the same screen).
- Chief invigilator: provide video recording permissions to the other invigilator.
- Chief invigilator: make sure video recording is started in Zoom.
- Invigilator: join the meeting and start recording with Zoom Gallery-View.
- Chief invigilator: make sure that,
 - a. candidates can hear you, and you can hear them.
 - b. candidates have their Record Books / IDs with them (marking attendance will be done later).
 - c. each candidate shows you their surroundings via Zoom by turning the mobile phone camera around.

¹ <https://support.zoom.us/hc/en-us/articles/201362323-Changing-the-video-layout-Speaker-view-and-Gallery-view>

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- d. candidates do not have any unauthorized materials in the workspace including headphones (ask the candidates to show around the room).
- e. FoEOAS Exam page is launched via SEB in the candidates' computer screen during the setup process (ask the candidates to show their computer screen).
- f. candidates have their face, hands, workspace and part of their computer screen clearly visible to you in Zoom. Refer sample placement in the figure below to set up their mobile phone.

How to Keep the Phone during the examination



Phone could be kept at position 1 or 2 and make sure there are no windows or other light sources that blocks the view of the candidate

- g. the second mobile phone is kept at a visible location in the workspace, only if it is allowed for scanning the answer scripts.
- Chief invigilator and invigilator: Make sure to identify with thorough invigilation any suspicious behaviours of candidates such as,
 - a. constantly looking at the camera. (The candidate might be looking at a document in his smartphone)
 - b. constantly looking away from the working computer (some other irrelevant direction). If you think the candidate is looking at something (ex: some material hanging on the wall), you can ask the candidate to show the place to verify using the camera.
 - c. communicating with someone else in the surrounding area.

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- d. use of any unauthorized material.
- e. During the examination you can keep track of the 12 candidates' attempts through the "attempts" hyperlink below the quiz link. This will make it easier for the invigilators to keep track visually and through the status logs in parallel.
- f. students should make sure that incoming calls are blocked in their phones. Here are some options to block incoming calls.
 - i. Use the options of call forwarding or set up a busy signal.
 - ii. We have informed the students to keep a new data sim only for the examinations and do not share the number with others.
- **[T_i + 30 min]** Chief invigilator: mark candidates' attendance in the **Examinations Master Sheet**.
 - a. Request the candidates to show the **University ID** or **Record Book**.
- **[T_i - 5 min]** Chief invigilator: verify from the candidates that they are logged into FoEOAS using the Safe Examination Browser. Readout exam instructions specified in the Examination Master Sheet.

During the exam

1. **[T_i - 3 min]** Chief invigilator: verify that **all** the candidates now have access to the **"Attempt Quiz Now"** button.
2. **[T_i]** Chief invigilator: you **may** delay this *start of the exam* time until all candidates have access to the "Attempt Quiz" button. A maximum of 15 minutes grace period may be taken for this. Once all candidates are ready, instruct them to start the exam.
3. **[T_i + exam duration - 30min]** Chief invigilator: remind the candidates to check their timer remaining (this is displayed on their screens).
4. **[T_i + exam duration]** All exam attempts will be automatically completed by this time. Verify with candidates that they have completed.

Here are some important decisions the Chief Invigilators have to make during the exam.

Please understand that these decisions are made based on conducting an online proctored examination. If you deviate from the guidelines the student's attempt can not be considered as valid.

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- I. If there is a long running power cut and therefore the candidate is unable to join both the Zoom exam room and FoEOAS, suggest the student request for a make-up examination, while letting them continue and finish the attempt (if they come back in the middle).
- II. If the power failure happens just before finishing the exam (5 min before for example) and if the student has FINISHED writing the answers, and if the student still has an Internet connection, take the student into a break-out room and ask him to show all the answers he/she has written. The student can send those images as an attachment to the examsubmissions@eng.pdn.ac.lk email address as soon as the facilities become available. You should strongly advise the student not to alter anything in the answer scripts. If the student does not have access to an Internet facility, He/ She can take pictures with a timestamp and email the answers as soon as possible. Please inform the student that a decision will be made by the panel whether to accept the solutions as a valid submission.
- III. In case of power failure in the middle of the exam, three minutes are given for the students to rejoin.
- IV. If they have extended power cuts and start running out of battery, If they can find backup computers and phones, they can inform the invigilators, go to tech support room, and change the device while still being on video. Allow extra time for those individuals in such situations.

After the exam

5. **Only if the exam requested the candidates to write answers on paper, the following procedure should be used to scan and upload their answer scripts:**
 - i. All candidates must remain within the Zoom camera view for the procedure.
 - ii. If there are candidates who do not have a second mobile phone to use for scanning, request them to terminate the SEB and join the Exam Room (Zoom) from their computers. Once this is done, the candidates may turn off Zoom from their mobile phone and use it for scanning.
 - iii. Instruct all the candidates to show answer scripts one page at a time through the camera together. For example, you can say "All of you, please show page

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number 2". Please disregard what is on the page. Do this until everyone shows all their pages. Use the gallery view during this process and if something is not clear you ask the candidate to reposition.

- iv. Instruct the candidates to scan their photo ID as the first page of the answer script
 - v. Instruct the candidates to scan their answer scripts, then upload the scanned photo ID and answers using the provided submission link. **Candidates are allowed to use mobile phones only for this activity.**
 - vi. Instruct the candidates to use the submit link relevant to them as there could be more than one. to save their submission and verify for themselves.
 - vii. Request them to show the submission confirmation to the zoom room, which could be taken as a confirmation that their submissions have been received.
6. Allow candidates to leave the Zoom meeting now.
 7. Inform the AR through the whatsapp group that you have completed the exam. This step is a must.
 8. Finish the video recording.
 9. **[T_i + 1 day]** Chief invigilator and invigilator: upload the video recording to the GSuite folders specified in the Examination Master Sheet. Chief invigilator and invigilator will have separate links to two different folders. Request for help from FoEOAS Managers (department representatives) if required.
 10. **[T_i + 1 day]** Chief invigilator: Upload the **usage report** of the Zoom exam room meeting (this can be obtained from the Zoom web portal available at <https://learn.zoom.us/>) to the same folder where the video is uploaded.