

Faculty of Engineering, University of Peradeniya

Proctored Online Examinations - Guideline for the Candidates

Before the Exam

1. Sign a declaration accepting the online mode of Exams:
 - a. Sign the form provided by the Assistant Registrar and upload it to [FoEOAS](#).
2. Download the admission card from FoEOAS when it is ready.
3. You need to have the following items for the exam:
 - a. **Student Record Book/ Identification Card**
 - b. **Zoom account** created with a **GSuite email address** (*@eng.pdn.ac.lk*)
 - The screen name should be your Registration Number + Name
 - c. **Smart mobile phone** with Zoom and document scanning software installed (you must connect to your Zoom exam room using the mobile phone). It is recommended to keep a battery bank and an extra smartphone if possible to minimize the disturbance due to a power failure.
 - d. **A computer** (laptop computer is strongly recommended with a working battery, or a PC with enough backup power) with Windows or MacOS. You may also have backup computers ready.
 - e. **Writing paper**. Some exams may ask you to write answers on paper, and scan and upload them at the end of the exam. You must use a **second mobile phone** for scanning and uploading. Only if you cannot find a second mobile phone:
 - you must obtain permission from your exam room invigilator to use Zoom from your computer while you're scanning and uploading using your phone.
 - have Zoom software installed on your computer
 - f. **SEB (Safe Exam Browser)** installed on your computer:
 - Download SEB version 3.2.0.338 for Windows or version 2.3 for MacOS and Install (https://safeexambrowser.org/download_en.html).
Other versions of SEB are not supported by FoEOAS.
 - g. Access to the **FoEOAS Exam LMS** (<https://foeoas.pdn.ac.lk/>)
 - h. Familiarity with FoEOAS and other tools by taking at least one mock exam
 - i. Sufficient internet connectivity, data package battery banks and backup power. Have mobile hotspot connections ready, to be used in case you lose WiFi.
 - j. Access to the **Technical Support Chat** group (link provided on FoEOAS)

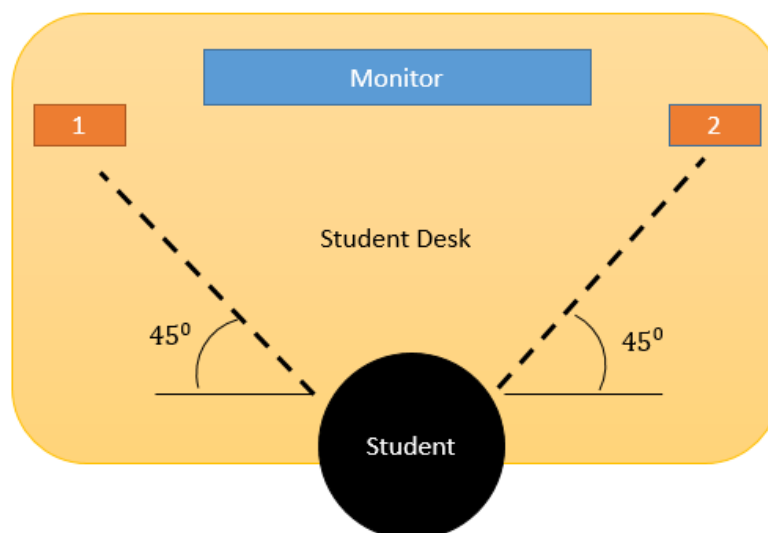
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4. On the examination day, you must be logged in to Zoom and FoEOAS LMS **30 min before the exam**.
5. You are allowed to keep refreshments to be consumed during the exam.

Start of the Exam

- On the examination day, as the first step, you should open Zoom on your mobile phone, login using your GSuite account (@eng.pdn.ac.lk).
- Access FoEOAS using your mobile phone. Find the Zoom meeting link for your Exam Room given on the course page for the exam (your Exam Room is specified in your admission card). Join your assigned Exam Room at least 30 minutes before the exam start time.
- Please make sure you have switched on your microphone and camera in Zoom. You will have to communicate and make sure your audio and video are working fine.
- When the chief invigilator requests, show your surroundings by turning the camera around.
- Make sure you place your phone in such a way that your face and your workspace are clearly visible through the camera (your computer's screen should not be shown in the camera feed). Refer to the diagram below.

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

- Make sure you have your **Record Book / University ID** with you. Before the exam, the invigilators will ask you to show your Record Book / ID to the camera.

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- Then, on your computer, log in to FoEOAS using a regular web browser. Click on “Log in using your account on **Faculty of Engineering e-Learning System**” using your FEeLS credentials and visit the course page for the exam.
- Go to the exam link (Moodle Quiz activity) and click on the **“Download Configuration”** button. You will see a **“config.seb”** file being downloaded.
- Double click on the “config.seb” file you downloaded. Safe Exam Browser will open and you will be navigated to the FoEOAS login page.
- Inside SEB, log into FoEOAS by clicking on the “Login using your account on **Faculty of Engineering e-Learning System**” button, then using your FEeLS credentials.
- 3 minutes before the exam: If your device is having the correct SEB version and the “config.seb” file is not altered, you will see the **“Attempt Quiz Now”** button.
 - If you do not see the “Attempt Quiz Now” button, try reloading the page. If you still don’t see the button, report it to your chief invigilator.
 - **Do not click on the “Attempt Quiz Now” button until your chief invigilator tells you to do so. Your examination time will start when you click on the “Attempt Quiz Now” button.** In some quizzes you may need to enter the quiz password which invigilator will provide after clicking the Attempt quiz button.

During the Exam

- Once you have started the exam, you will see the remaining time displayed on your screen.
- The answers you type inside the exam quiz will be automatically recorded throughout the exam.
- Do not access any unauthorized material pertaining to the exam.
- Do not terminate SEB until the exam is finished. If it is terminated or closed accidentally, immediately inform the invigilator.
- Do not touch your mobile phone(s) without informing the chief invigilator.
- You should make sure that all incoming calls are blocked during the exam. Here are some options to block incoming calls.
 - Use the options of call forwarding or set up a busy signal.
 - Keep a new data sim only for the examinations and do not share the number with others.
- The video feed and all activities in Zoom and FoEOAS will be recorded.

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- If you encounter **interruptions** during the exam attempt due to technical issues, you are allowed to resume the exam while the exam is in progress.
 - You must verbally report any such interruption to your chief invigilator through Zoom. The chief invigilator will guide you to rectify the problem.
 - If an issue cannot be resolved quickly by yourself, your chief invigilator will refer you to the Technical Support Staff.
 - With your chief invigilator's approval, you may leave the Zoom exam room and immediately join the **Technical Support Zoom** room. The link to the Technical support Zoom room will be available on FoEOAS front page before and during the exam.
 - If you are entitled to extra time, your chief invigilator will inform you.
 - If for any reason, you are unable to contact the invigilators in the exam room, report directly to the Technical Support Staff **immediately**. Reporting can be done via Technical Support Chat or Zoom.
 - As detailed in the Candidate Declaration and Instruction, the total time away from the proctoring system should not exceed three (3) minutes for your exam attempt to be considered successful.

End of the Exam

- The exam quiz will automatically end once the time is up, and any answers typed inside the quiz will be automatically submitted.
- Remain in the Zoom exam room until the chief invigilator informs you that you may leave.
- Only if the exam instructs you to write answers on paper:
 - An upload time will be given at the end of the exam
 - You must remain within the camera view for this procedure.
 - You must not write anything on the answer script during this procedure.
 - Make sure you have written your registration number and page numbers on all pages of the answer script.
 - If you do not have a second mobile phone to do the scanning, obtain permission from your chief invigilator to join the Exam Room using your computer. Note that your video and audio must be visible to the invigilators at all times.

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- Upon the chief invigilator's command, show your answer script page by page through the camera on Zoom.
- Upon the chief invigilator's command, first scan your photo ID and then scan your answer scripts. Use a scanner application on a mobile phone (**If you are using your mobile phone for Zoom, you must use a second phone for scanning**).
- Upload the scanned photo ID and answers as a PDF file using the submission link provided on FoEOAS. You may do this on your mobile phone.
- Verify all your files are uploaded.
- In an emergency where answer scripts are to be submitted through email please use ONLY examsubmissions@eng.pdn.ac.lk email address.